

# THE CLARE MILNE TRUST



## GRANT APPLICATION FORM TEMPLATE - FOR INFORMATION ONLY

PLEASE SUBMIT YOUR APPLICATION VIA THE WEBSITE – <https://claremilnetrust.com/apply-for-funding/>

**DO NOT SUBMIT THIS FORM**

### About Your Organisation

Name of organisation:	
Please state if affiliated to or part of a larger organisation or charity:	
Charity No/ CIC No /Company No or other:	
Full postal address:	
Postcode:	
Does the organisation have a UK bank account in the name of the organisation with at least two unrelated signatories?	
Does the organisation's management committee, board of trustees or board of directors contain at least three unrelated people as members?	
Is the organisation inspected by an outside agency, such as Ofsted or the CQC? Please state details of the outside agency.	
What was the date of the last inspection by this agency and the outcome?	
Is the organisation currently subject to any pending regulatory investigation or enquiry?  If yes, please provide additional information.	
Please describe the main activities of the organisation.	MAX 1400 CHARACTERS
In which year did the organisation start?	
How is the organisation funded?	
Does the organisation comply with the Charity Governance Code and the Code of Fundraising Practice?	
How many volunteers are involved in the organisation?	
How many full-time staff does the organisation employ?	
How many part-time staff does the organisation employ?	

Main contact person for this application and position in organisation:	
Position in organisation:	
Telephone:	
Email:	
Website details:	
<b>Safeguarding</b>	
Does the organisation have a Safeguarding Policy and/or policies for the protection of children and/or adults at risk?	
<p>All safeguarding policies should be compliant with Charity Commission guidance and demonstrate that reasonable steps are being taken to protect people who come into contact with the organisation from harm.</p> <p>Safeguarding policies are expected to include:</p> <ul style="list-style-type: none"> <li>•Definitions of safeguarding</li> <li>•Types and signs of abuse and harm</li> <li>•Clear procedures for reporting safeguarding</li> <li>•The name and contact details for the person/persons responsible for safeguarding</li> <li>•Details of local safeguarding partners</li> <li>•Procedures for undertaking appropriate checks on staff, volunteers and trustees to ensure their suitability, including, but not limited to, procedures for ensuring appropriate DBS checks are undertaken.</li> </ul> <p>Please note that the Trust may request a copy of the organisation's Safeguarding Policy and reserves the right to ask further questions regarding the safeguarding arrangements in place if it considers this necessary.</p>	
<p><b>Safeguarding Declaration</b></p> <p>Please confirm that the management committee, board of trustees, or board of directors are satisfied that:</p> <ul style="list-style-type: none"> <li>•The organisation's Safeguarding Policy includes the protection from harm of all those who come into contact with the organisation as well as protecting children and adults at risk from harm;</li> <li>•All safeguarding policies and procedures in place are up to date and appropriate for the activities of the organisation;</li> <li>•The organisation undertakes appropriate checks on staff, volunteers and trustees and meets all statutory requirements for carrying out DBS checks;</li> <li>•All staff, volunteers and trustees have undertaken appropriate safeguarding training, including regular refresher training;</li> <li>•The organisation's safeguarding arrangements are reviewed at least once annually by the board.</li> </ul>	

Please confirm that the person signing this form has the authority of the management committee, board of trustees or directors to make the safeguarding declaration.	
<b>Funding Request</b>	
Please give a short summary of the project for which the organisation is seeking funding.	
MAX 120 CHARACTERS	
Please give a summary of the project in more detail.	
MAX 3000 CHARACTERS	
What is the total funding required for this project?	
What funding is requested from the Clare Milne Trust?	
What funding is sought from others? Please provide details on a separate sheet, if applicable.	
How much does your organisation have available in reserve funds?	
How much has the organisation raised so far?	
What funding is sought from others. Please provide details.	
How much does your organisation have in reserve funds that can be used for this project?	
How much has the organisation raised so far?	
How many people would benefit from this project in one year? Please include all users, with and without a disability.	
How many people with a disability from Devon or Cornwall would benefit from this project in one year?	
How many people with a disability from Devon or Cornwall would benefit from this project each week?	
Which disabilities are supported by this project?	
What is the location of the people who will benefit from this project?	
Please state the expected age range of people that will benefit from this funding.	
How many weeks of the year does the organisation operate?	
Please provide a budget or costings for the project.	
Will this project require building or landscaping works?	

If full funding is not received, can the project be scaled down? If so, in what way?	
Where appropriate describe how the ongoing running costs will be met once the project is complete.	
<b>Finance</b>	
Date of latest accounts.	
Are you eligible for auditing?	
Has the audit been qualified or subject to an independent examiners report?	
Is filing up to date?	
What are the net assets of the organisation?	
Is this a fair reflection of the assets at market value?	
How much of the organisation's assets are liquid or in a readily accessible form?	
Buildings wholly or largely occupied by the organisation?	
Other long-term assets?	
To what extent is the organisation committed to future expenditure?	
Is it anticipated that this can be met from income or will it be necessary to realise assets or take other action, for example borrow additional funds?	
What was the organisation's total income for the financial year according to the last accounts?	
According to the latest accounts, did you have a surplus or a deficit for the financial year?	
Please explain, if applicable, any variation in financial performance year on year.	
Please indicate the amount received in the financial year from:	
Total donations and legacies	
Total grants	
Investments	
Fees charged	
Other sources	
What was the organisation's total expenditure for the financial year according to the last accounts?	

Please indicate the organisation's expenditure in the financial year on:	
Fundraising, to include marketing budget, salaries and other expenses <u>directly</u> related to fundraising.	
Other salaries (unless included in fundraising above).	
Please provide a breakdown of salaries. <b>Please ensure that information is anonymised and is compliant with data protection regulations.</b>	
Other administration, to include expenditure on investment management.	
Does the organisation expect its' income and expenditure to remain at a broadly similar level during the current year?	
Are there any other material changes to the current scope of operations expected during the life of the project?	

When you have completed the online form, you will need to upload a signed cover letter in pdf format.  
The cover letter is a required part of the application process.

You will also have the opportunity to upload your latest set of accounts, a project budget, a cashflow forecast and a document showing the structure of the organisation in the South West, if this is appropriate to your organisation.

There is no need to create a cashflow forecast or organisation structure document specifically for this application, but if you already have them, you may add them here.

The application form can be saved for up to 30 days while you work on your answers. The additional documents should only be added when you are ready to submit the application form, as these will not be saved.