# **The Powell Family Foundation**

# **Grant Application Form for Organisations**

**How to Apply**

The application form is a Word document available on our website [www.tpff.org.uk](http://www.tpff.org.uk/) Please download, then email the completed form together with the supporting documents to [grants@tpff.org.uk](mailto:grants@tpff.org.uk). We will confirm that we have received your application.

**Eligibility**

Applications may be made by charitable organisations whose work provides direct benefit for people in the UK and are registered in the UK and have, as part of their aims and objectives, a focus on services (new or existing) that support vision impaired children and young people.

* Please type your answer in the space below each question.
* Please answer all sections;
* If you have any questions about your application, please contact us by email [info@tpff.org.uk](mailto:info@tpff.org.uk) or by phone on 020 7458 4554;
* Please read the guidance notes at the start of each section to help you complete the application;
* Please read our Privacy Notice, this will tell you how we use the information you provide.

**Start**

**Section1**

(Notes: Here we ask for basic information about your organisation: Name, status (reg charity, CIO etc.) reg number, if your organisation is also registered at Companies House, please provide the registration number.)

Q1.1. Organisation name

Q1.2. Legal Status (reg charity, CIO etc.)

Q1.3. Charity registration number, (if not a reg charity please provide a copy of your governing document / constitution)

Q1.4. Company registration number (if applicable)

Q1.5. Address

Q1.6. Main telephone number

Q1.7. Website

**Section 2**

(Notes: In this section please give name and contact details of the person completing this form. We do a lot of promotional work, so it would be very helpful to know how you heard about us.)

Q2.1. Name of Person Completing this application

Q2.2. Title

Q2.3. Email

Q2.4. Tel No

Q2.5. How did you hear about TPFF?

**Section 3**

(Notes: Here we ask for a brief summary outlining your organisation, what it does, why does it exist, where you work, how many people you reach and how will this grant support your strategy.)

Q3.1. Executive Summary

**Section 4**

(Notes: Please give the total amount of the grant requested and when it will be used. If your application is for a grant covering more than one year, please show amounts for each year.)

Q4.1. How much you are applying for?

**Section 5**

(Notes: In this section please tell us in more detail about why your organisation exists. Who are the people you serve? What are the issues / problems you seek to address? Are these issues specific to your local area? What is the difference your organisation makes or will make? Use case studies as examples of your work if that helps. )

Q5.1. What is the identified need you are addressing?

Q5.2 How does / will your work / project address this need?

**Section 6**

(Notes: Tell us about how the grant will be spent, what services, projects, initiatives will take place as a result of this grant. What will the grant enable you to do more of or differently?

Q6.1. How will the grant be used?

**Section 7**

(Notes: How will you measure the success of the work / project funded by the grant? How many more children and young people will benefit? What will be the outputs, outcomes and most importantly, what will be the impact on the lives of blind or vision impaired children and young people if your application is successful?)

Q7.1. What will be the outputs and outcomes of the work / project?

Q7.2. What will be the impact of the work / project funded by this grant and how will this be measured?

**Section 8**

(Notes: Is this work tried and tested or is it a new approach? Can this work be replicated elsewhere or is it specific to one area? Could this work be scaled up so it reaches more people? Please note there are no wrong answers to this section.)

Q8.1. How innovative, replicable and scalable is the work?

**Section 9**

(Notes: tell us about those who lead and deliver your organisation’s work. Tell us about the passion they have for making a difference. What experience do they have? What is your management structure? Tell us about how you will utilise volunteers to support this work.)

Q9.1. Who will be delivering the work funded by this grant?

**Section 10**

(Notes: we believe that working with other organisations can make the best use of resources and avoid duplication of services. Are there other organisations delivering similar projects in your area? Which other organisations do you collaborate with, or work in partnership with, to deliver services / projects? Will other organisations be involved in the work funded by this grant? If so, please give details.)

Q10.1 What other organisations, if any do you, or will you, collaborate with to deliver this work?

**Section 11**

(Notes: this may be short term funding but how does it fit into your strategy? We want to understand if the work is sustainable once the grant has been used or the project completed? Will you seek further funding to continue this work?)

Q11.1 How sustainable is this work / project?

**Section 12**

(Notes: please detail the income and expenditure of the work or project relating to this grant. If this grant is for a specific project or piece of work, you are able to apply for a portion of your overhead costs relative to the direct cost of the project. If you are not familiar with the Full Cost Recovery model, we are happy to help or follow the link to excellent National Lottery guidance: [Full cost recovery | The National Lottery Community Fund (tnlcommunityfund.org.uk)](https://www.tnlcommunityfund.org.uk/funding/funding-guidance/full-cost-recovery)

We need to understand that your organisation has a track record and is financially stable. Please send us your latest audited accounts (if they are not on the Charity Commission website) as well as your most up to date management accounts.

What are your main sources of income? Have you, or are you going to apply for funding from other sources? We do not expect to be the only source of income and are very happy to work with other funders.)

Q12.1. Income and expenditure related to this application. If this relates to a specific project, please provide the project budget. If the grant is to support general activities please detail the expenditure, sources of income secured and the shortfall.

Q12.2. Please provide a) latest audited accounts, submitted within the previous 12 months and b) most up to date management accounts, within the last 3 months.

Q12.3. What are your main sources of income?

Q12.4. Have you, or are you going to apply for funding from other sources?

**Section 13**

(Notes: our grants help charities support children and vulnerable adults so good Safeguarding Policies and Procedures are vitally important. As a responsible grant making Foundation, we will need you to confirm that you have appropriate Safeguarding Policy and Procedures in place. Please call us to discuss if you have any questions. Please read our Safeguarding Policy and Procedures here.)

Q13.1. Please give us details of how you keep your beneficiaries safe.

Q13.2. Please provide a copy of your Safeguarding Policy.

**Section14**

Q14.1. Who will be responsible for manging this grant? Please tell us the person’s name, job title and contact details.

**Section 15**

(Notes: keeping your data secure is very important to us. We will only use the data provided in this application for the purposes of assessing your application and if successful, monitoring purposes.)

Data Protection – our Privacy Notice is available on our website and this is a link to our full Data Protection Policy.

**Section 16.**

Should your application be successful we will ask you to submit an invoice and confirm your bank details. We will also request progress reports based on the type of grant and the length of time it will run. For all grants we ask for a grant impact report when the project / work is complete.

**Declaration**

The declaration should be signed by a Trustee, Director or Senior Manager within your organisation who acknowledges the information given in this application is accurate and true to the best of their knowledge.

I confirm:

* I am authorised to make the application on behalf of the above organisation (I am a member of the Board, management committee or a senior staff member);
* that the information contained in this application, and attachments, is correct to the best of my knowledge;
* that if the information in the application changes in any way I will inform The Powell Family Foundation immediately;
* I give permission for The Powell Family Foundation to record the information in this form electronically;
* I give permission for the Powell Family Foundation to use details from this application for monitoring and reporting purposes should a grant be approved.

Signature

Name

Position

Phone & email

Date

**Document Ends**