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**Grant Application Form Organisations**

**How to Apply**

Please complete this form and email 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 or not for profit organisations whose work provides direct benefit for people in the UK and are registered in the UK. Your organisation must have as part of its aims and objectives, a focus on services (new or existing) that support children and young people with a vision impairment. Please note, we do not fund intermediary fundraising organisations and we do not fund research.

**Notes**

* Please type your answer in the space below each question. Please read each question carefully to ensure you give us the appropriate information.
* 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.
* 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. Our Privacy Notice is available on our website and our Data Protection Policy is available on request.
* 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. We require a final report once the grant funding has ended.

# **SECTION ONE – YOUR ORGANISATION**

**Question 1 - Details about your organisation**

Q1.1. Organisation name

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

Q1.3. Charity registration number, (if not a registered 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

**Question 2 – Details about the person completing this form**

Q2.1. Name and title of person completing this application

Q2.2. Email

Q2.3. Tel No

Q2.4. How did you hear about TPFF?

**Question 3 - Brief Summary of your organisation**

Q3.1. Executive Summary

Please write a brief summary of your organisation, including its purpose and strategic objectives; geographic areas of operation; number of people with a vision impairment supported; and how the requested grant will support your strategy. (Max 500 words).

# **SECTION 2 – CASE FOR SUPPORT**

**Question 1 – Grant request**

Q1.1 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 the amounts for each year.

**Question 2 – The need for this grant**

Q2.1. What is the identified need/issues that this grant funding will be addressing? Is this specific to your local area? (Max 500 words).

Q2.2 How does/will your work/project address this need? (Max 500 words).

Q2.3 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? (Max 500 words).

**Question 3 – Working with partners**

Q3.1 What other organisations (if any) will you collaborate with to deliver this work? Are there other organisations delivering similar projects in your area? (Max 500 words).

# **SECTION 3 – OUTPUTS, OUTCOMES AND IMPACT**

**Question 1 – Outputs**

Q1.1. How do you plan to use this grant? How many children and young people with a vision impairment will you be reaching? Please be specific and give detailed and quantifiable outputs about the work that this grant will be funding. (Max 750 words).

**Question 2 – Outcomes and impact**

Q2.1. What are the expected outcomes of the work/project? Please be specific and give as much detail as possible about the benefits expected for the children and young people with a vision impairment that you will be working with as a result of this grant funding. If possible, cite previously measured outcomes to support your expected outcomes. (Max 750 words).

Q2.2. What is the anticipated impact of the work/project funded by this grant? What difference will the expected outcomes make for:

- individual visually impaired children and young people and their families

* your organisation’s VI service
* the local area.

(Max 750 words).

Q2.3 How will the outputs, outcomes and impact be measured? We will be asking you to report on this after six months and 12 months. (Max 500 words).

**Question 3 – Sustainability**

Q3.1 How sustainable is this work/project? Please outline how this funding fits into your strategic plan and whether the work/project is sustainable once the grant has ended. Will you seek further funding to continue this work from TPFF/other funders? (Max 500 words).

# **SECTION 4 – GRANT MANAGEMENT**

**Question 1 – Grant and project management**

Q1.1. Who will be responsible for managing this grant? Please tell us the person’s name, job title and contact details.

Q1.2. Who will be delivering the work funded by this grant? What experience do they have? Please outline your management and reporting structure. Will you utilise volunteers to support this work?

**Question 2 – Finance**

Q2.1. Please detail the income and expenditure related to this application. If this relates to a specific project, please provide a detailed project budget. If the grant is to support general activities, please detail the expenditure, sources of income secured and the shortfall.

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.

Q2.2. 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.

Q2.3. What are your main sources of income?

Q2.4. Have you, or are you going to apply for funding from other sources?

**Question 3 – Safeguarding**

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.

Q3.1. Please give us details of how you keep your beneficiaries safe.

Q3.2. Please provide a copy of your Safeguarding Policy.

**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**