

# Organisation Grant Application Form



It is **STRONGLY** recommended that you tick the '*Save my progress and resume later*' box in top right hand corner so that you are able to save your work regularly.

If you would like to see a preview of all the questions on the form, please [click here](#).

We do not have a word count on our forms but please be brief and concise.

Please note at the end of the form, when you click 'Submit', you will get a preview of your completed form which you can print and review before you finally submit. Also after submission, you will get an email copy of your application form.

## ORGANISATION DETAILS

Organisation Name

Street

City

Post Code

Phone

Website

Title

First Name

Last Name

Job Title

Direct Line (if different from above)

Mobile Phone

Email

*Additional senior contact for application*

Title

First Name

Last Name

Email

Telephone

Role in organisation

Organisation Background and Aims

Suggested length - 1 paragraph

Organisation Type

Charity Number (if app.)

Company No (if app.)

Is your organisation a registered Living Wage Employer?

We are a Living Wage Funder. We seek to ensure that all posts which we wholly or partially fund pay the Living Wage unless there are particular reasons for this not to happen. Organisations do not need to be registered Living Wage employers to apply to us but we do encourage organisations to consider whether this is a possibility for them.

Have you received a grant from us in the last two years?

Do you consider your organisation to be led by any of the following? Please tick as many as apply:

- Black, Asian and Minority Ethnic  Deaf and disabled  Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ+)  Women  None of the above

We define 'led by' as when more than 50% of an organisation's Trustees and senior management are people with lived experience

## Organisation Grant Application Form

Project Title

100 characters max

Estimated Project Start Date (DD/MM/YYYY)

Estimated Project End Date (DD/MM/YYYY)

Project Summary Description

Short concise high level summary of project. Suggested length - 1 paragraph

Project Details

What exactly would the project or service do? Please use bullet points (no more than 10) to give us a step by step account

Justification

How and why do you think the approach outlined above would help low-income Lambeth residents and fit with our priorities (Suggested length: 1 - 2 paragraphs)

How would you target Lambeth young people/families facing disadvantage?

Suggested length: 1-2 paragraphs

What evidence do you have that your organisation is well placed to reach and serve disadvantaged/low income groups in Lambeth?

Suggested length: 1 paragraph

When and where would the activity take place?

Suggested length: 1 paragraph

What other organisations/statutory bodies operating in or around Lambeth does your organisation work with?

Suggested length: 1 paragraph

Has your organisation had any serious incidents in the last three years?

A serious incident is an adverse event, whether actual or alleged, which results in or risks significant: • harm to your organisation's beneficiaries, staff, volunteers or others who come into contact with your charity through its work • loss of your organisation's money or assets or damage to your organisation's property • harm to your organisation's work or reputation

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## OUTPUTS AND OUTCOMES

**OUTPUTS:** If your organisation was awarded a grant what **outputs** would you aim to achieve? It is very important that these are realistic as this is what will be used to help measure the success of any grant awarded. Our definition of an '**output**' is an **activity** that you will undertake. *Please note we do not require 5 outputs - only write as many as are appropriate for your project.*

Output 1

Output 2

Output 3

Output 4

Output 5

**OUTCOMES:** If your organisation was awarded a grant what **outcomes** would you aim to achieve *by the end of the project year*? Again, it is very important that these are realistic as this is what will be used to help measure the success of any grant awarded. Our definition of an ‘**outcome**’ is a **lasting change** that you aim to bring about. *Please note we do not require 5 outcomes - only write as many as are appropriate for your project.*

Outcome 1

Outcome 2

Outcome 3

Outcome 4

Outcome 5

## CASE STUDY

Case Study Name

Case Study Details

Please give details of the situation of the client when referred to your organisation, the work that was undertaken and over what time period and their current situation. (Suggested length: 1 - 2 paragraphs)

## REFERENCES

We would like to speak to two representatives of your partner organisations (at least one should be connected to Lambeth). If you have received funding previously, if possible, please can you add a grant funder as a reference. By providing their names and contact details below we will assume that you will have alerted them to the possibility of our contact. Please be aware that we may undertake other conversations about your organisation or proposed project/service with individuals that we believe have relevant knowledge or expertise (e.g. experts in the field, other funders, various Foundation contacts or advisers).

### Referee 1

Name of organisation

How have you worked together?

Time period (specific dates)

Contact Name

Address

Email address

Telephone Number

**Referee 2**

Name of organisation

How have you worked together?

Time period (specific dates)

Contact Name

Address

Email address

Telephone Number

**FINANCIAL DETAILS**

How many years are you applying for?

Requested - Year 1

Please attach a breakdown of all related expenditure and income (both confirmed and applied for)

*Please note that we require a detailed breakdown of each line item. Please do not say simply 'management costs', for example. We would like to know what management costs consist of and how you calculated the figure you are requesting.*

**BANK DETAILS**

Payee Name (e.g. Mr John Smith)

Length of Payee Name should be 18 characters max

Bank Account Number

Bank Sort Code

Bank Name (e.g. Barclays)

## DOCUMENTATION AND DECLARATION (page 6 of 6)

Under General Data Protection Regulations (GDPR), your email address is considered personal data. Are you willing to give consent to the following (both are optional)

- Walcot Foundation to share Walcot related non-grant information with you (e.g. Walcot e-newsletter, details on training etc)  To share your contact details with other organisations that we think would benefit your organisation (e.g. other grant-makers, training providers offering free/low-cost courses etc)

Please attach relevant documentation below. If there are problems with attachments, you can send the documents to Walcot Foundation, 127 Kennington Road, London SE11 6SF or email to [grants@walcotfoundation.org.uk](mailto:grants@walcotfoundation.org.uk). Please note that the maximum size of each file is 5MB.

- Constitution or Governing Document
- Current Organisational Diagram
- Latest Annual Report/Accounts (only necessary if not on Charity Commission website)
- Safeguarding Policy (if working with children or vulnerable adults)
- Current Income and Expenditure budget for ENTIRE organisation
- Job Descriptions for relevant posts (i.e. those which this grant would fund or part-fund)
- Any relevant independent evaluations
- Recent organisation bank statement
- Whistleblowing Policy

## DECLARATION

By clicking **SUBMIT** below:

- I certify that the information I have given in this application is complete and correct, and have verified the need for all items requested. (Please note that a decision will be based on the information given on this form. If a grant is awarded and the information is subsequently found to be incorrect, any grant that had been awarded could be withdrawn and you could be asked to repay any monies already paid).
- My organisation has no objection to the data contained in this application being held by the Walcot Foundation.
- My organisation has no objection to the Walcot Foundation discussing this application with any of the referees named by your organisation in the course of the assessment process and other appropriate organisations and individuals (e.g. other funders listed on the application form).
- My organisation has no objection to the data contained in this application being shared with the Walcot Foundation's capacity building service delivered and managed by ADP Consultancy if the Walcot Foundation believes a referral to this service could be useful for my organisation. I understand that a potential referral would be discussed with my organisation first, my organisation would be copied on the Walcot Foundation's referral to CLEN CIC and that my organisation could decline the offer to work with CLEN CIC (but that if working with CLEN CIC is a grant



condition and my organisation chooses not to take up the offer, the grant offer will be withdrawn).

- To help the Walcot Foundation monitor and evaluate its work, I agree I may be contacted in the future whether or not this application is successful. This would be to obtain feedback on the Walcot Foundation's work and to see if there are other ways the Walcot Foundation could be of assistance.
- I understand that if I provided an email address, the Foundation will automatically sign me up to receive occasional eNewsletters which contain information about further grant opportunities. [If you do not wish to be added to the eNewsletter list, please contact us]

PLEASE NOTE - when you click '**Submit**', you will get a preview of your completed form which you can print and review before you finally submit. Also after submission, you will get an email copy of your application form.