

WALCOT FOUNDATION

## Organisation Grant Application Form - PRINT

# WALCOT FOUNDATION

Independent. Inspired. In Lambeth

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?

No



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

- Black, Asian and Minority Ethnic (BAME)
- Deaf and disabled
- Lesbian, Gay, Bisexual and Transgender (LGBT+)
- 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

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 low-income Lambeth residents?**

Suggested length: 1-2 paragraphs

**How would you verify low income status? \***

Some organisations use eligibility for free school meals, verifying this with partner schools. Others ask for proof of receipt out of work benefits or tax credits, e.g. a benefits letter or bank statement. Your organisation may wish to consider using our financial eligibility template – downloadable from our website – or some variation to verify low income status. (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? \***

Please select... ▼

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

**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 measure the success

of any grant awarded. It needs to have metric assigned to it (e.g. how many low-income Lambeth individuals will receive this activity, over what period, how many hours etc.) and also what will be used as an indicator as to whether this has been successfully achieved. Our definition of an **'output'** is a **specific activity** that you will undertake with low-income Lambeth residents. *Please note we do not require 5 outputs - only write as many as are appropriate for your project.*

*Example Output: 15 low income Lambeth residents will complete a course (8 x 1 hour sessions) in job search, application and interview skills. This will be measured by tutor's attendance register (regularly audited by a senior member of staff).*

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 measure the success of any grant awarded. As above, these need clear metrics and indicators of success. Our definition of an **'outcome'** is a **lasting change** that you aim to bring about in the lives of the low-income Lambeth residents you are working with. *Please note we do not require 5 outcomes - only write as many as are appropriate for your project.*

*Example Outcome: 8 individuals per year will enter paid work (at least 21 hours per week) within 3 months of completion of the course. This will be monitored through telephone catch-ups between project staff and beneficiaries.*

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 (for organisations who have not received a grant in last three years)**

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? \*

Please select... ▼

Requested - Year 1 \*

Please attach a breakdown of all project 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 need to know what management costs consist of and how you calculated the figure you are requesting. Our Governors do not accept random percentages (e.g. Governors would not accept we always add management costs of 10% to every grant request). They like to know, to the greatest extent possible, what your actual costs are (or are expected to be) and the methods you used at arriving at the figures you present below. Please ensure you fill in the calculation line for every item.*

Project Budget Document

Choose file No file chosen

**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) \*

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

No file chosen

Current Organisational Diagram

No file chosen

Latest Annual Report/Accounts (only necessary if not on Charity Commission website)

No file chosen

Safeguarding Policy (if working with children or vulnerable adults)

No file chosen

Current Income and Expenditure budget for ENTIRE organisation

No file chosen

Job Descriptions for relevant posts (i.e. those which this grant would fund or part-fund)

No file chosen

Any relevant independent evaluations

No file chosen

Recent organisation bank statement

No file chosen

Whistleblowing Policy

\*

Please select...



**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.

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[Contact Information](#)