

For office use:

Date Received:

Date of meeting:

Cheque details:

Percy Barton House

33-35 Dawes Road

London SW6 7DT

Tel: 020 7386 9387

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Application Form Grants for Organisations

Please type or write clearly in black ink.

- *Please read the guidance notes on the back of the form before completing this form to ensure that your organisation is eligible and the activities for which you are seeking funding match the Charity's criteria.*
- *Please ensure that all sections of this application form are fully completed. Please attach budgets and your most recent accounts.*
- *Please ensure that the form is signed by an appropriate officer of the organisation or committee member.*

Name of organisation:

Title of proposal or project:

1. Summarise the purpose of the proposal, project, services or activities for which funding is sought:

2. Explain how this matches the charity's criteria:

Part B

Information about the proposal, project, services or activities for which funding is sought

1. What evidence do you have that the proposal will benefit Fulham residents living on low incomes?

2. How many people will benefit in total?

3. How many of these live in Fulham?

(You may be asked to provide a list of addresses and postcodes)

4. Will existing or new staff work on this project?

5. How many volunteers will be involved?

6. What new resources and materials will you need?

7. Describe the activities to be undertaken with the grant or donation requested.

8. What do you hope to have achieved by the time the project has finished?

9. How will you know if the project is successful in achieving what it set out to do?

10. Who do you expect to benefit from the project?
11. What methods will you use to ensure that the project is of good quality?
12. How do you aim to achieve equal opportunities in your organisation and in the services you provide?
13. How does your organisation encourage the people you aim to help to play a part in the programme?
14. What is the total cost of the project? £.....
 Capital (equipment, premises etc.)
(Please include estimates for equipment)
 Revenue (running costs, salaries etc.) £.....
(Please include a budget showing the salaries of all paid staff)
15. How much of this has been secured so far?
- | | |
|-----------------------------|--------|
| Government grants | £..... |
| Local authority grants | £..... |
| Donations from business | £..... |
| Grants from trusts | £..... |
| Fundraising | £..... |
| Fees, rents, sales, charges | £..... |
| The Community Fund | £..... |
| Other sources | £..... |
| TOTAL | £..... |

16. What other applications for funding have been made?
17. Over what period are you seeking support from Dr. Edwards' and Bishop King's Fulham charity?
18. How much are you requesting from this charity and what do you intend to spend the grant on?
19. To which name should cheques be made out to if a grant is awarded?
(Please note: Cheques can only be made out to organisations not individuals).

Part C

General and Financial Information

1. What is the total annual income and expenditure of your organisation?
Please use figures from your most recent annual accounts or projected cash flow forecast if no annual accounts exist.

12 months covered by accounts or forecast from _____ to _____

sources of income	income	items of expenditure	amounts
Government grants	£.....	£.....
Local authority grants	£.....	£.....
Donations from businesses	£.....	£.....
Grants from trusts	£.....	£.....
Fundraising	£.....	£.....
Fees, rents, sales, charges	£.....	£.....
The Community Fund	£.....	£.....
Other sources	£.....	£.....
	total income		total expenditure
	£.....		£.....

2. What reserves does your organisation hold?

Restricted funds £.....

Unrestricted funds £.....

Declaration

When you have completed the application please sign this declaration.

I,, am an authorised representative of:

Name of organisation:

To the best of my knowledge the information I have provided on this application is correct. If (the funder) agrees to make a grant this will be used exclusively for the purposes described.

Signed:.....

Date:

Position in organisation:

Checklist

Please ensure that you have:

- answered all the questions and signed the declaration
- enclosed copies of the documents we require which are listed in the attached notes.

GUIDANCE NOTES FOR ORGANISATIONS

Dr Edwards and Bishop King's Fulham Charity is a grant-giving charitable trust that exists to benefit poor people who live in what was formerly the Metropolitan Borough of Fulham. The Trustees are not permitted to give grants for the benefit of Hammersmith residents.

The area the charity covers is shown on the map which can be seen on the Charity's website www.debk.org.uk and includes the following post codes: SW6, part of W14 and part of W6. A list of eligible streets is also available.

1. The Trustees welcome applications from any organisation or local group, whether registered as a charity or not, that can show that the grant requested will help people on low incomes who live within the Charity's area of benefit.
2. Although the Trustees can fund projects and organisations that include people from outside Fulham they can only give money to cover the costs of the Fulham people involved.
3. You can apply for a grant for general running costs, equipment or special projects but you must be able to show that your organisation or group is well organised and will not depend on the Charity for continued funding.
4. There is no restriction on the amount you can request but all grants are made at the Trustees' discretion after full consideration of each application and you cannot appeal against their decision. Grants are normally made for one year.
5. The Trustees meet every two months. The Clerk to the Trustees may ask to visit your organisation before your application is considered.
6. The Charity's grants can only be used for the purpose for which they were requested and are given on the condition that the Trustees are sent a full report at the end of the funding period to show how the money was used and what benefits it brought to the group of beneficiaries.
7. You can ask the Charity to match funding raised from other sources but not for any purpose for which funding is available from central or local government.
8. The Charity does not respond to general funding appeals or give grants for trips outside the United Kingdom.
9. With this application you must send the following:
 1. **Your organisation's constitution or rules (if not already received by the Charity).**
 2. **Your organisation's most recent annual report and accounts or a financial statement and a brief description of your activities and a financial statement.**
 3. **A list of the members of your management committee.**
 4. **A list (if applicable) of the streets and postcodes of the people you are working with.**
 5. **A summary outline of the project.**
 6. **A budget for the project.**
 7. **Any appropriate estimates for materials, equipment or work.**

Please contact the office on **020 7386 9387** if you need any further information.