

Date Received:

Percy Barton House

33-35 Dawes Road

London SW6 7DT

For office use:

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Application for Grants for Summer Play Schemes and Activities

PLEASE TYPE OR WRITE CLEARLY IN BLACK INK.

RETURN THE HARD COPY TO THE CHARITY - DO NOT EMAIL.

This form can only be used for residents of Fulham. Fulham is the area of the borough south of Chancellors Road, Yeldham Road and Margravine Gardens, north of Gliddon Road and a few streets south of Hammersmith Road between Edith Road and Addison Bridge. This includes postcodes SW6, part of W14 and part of W6. **Please check the map showing the Charity's boundaries and a list of eligible streets on the website at www.debk.org.uk.**

1. NAME OF ORGANISATION _____

Contact Names _____

Position _____

Address _____

Tel: Day time _____ Evening _____

2. DETAILS OF THE ORGANISATION

2.1 What does your organisation do?

2.2 Do you serve the Fulham area only? Yes No

2.3 If not, what other areas of London do you cover?

2.4 Which wards do your users come from? *(if known)*

2.5 What sections of the community do you help?

2.6 Total number of members or users _____

2.7 Number of members or users who live in Fulham _____

2.8 How many of the Fulham members or users are on low incomes or families on low incomes:

2.9 When was your organisation set up? _____

2.10 Are you a registered charity and/or a company limited by guarantee?

Yes No If yes, please give your Charity and/or company registration number _____

3. DESCRIPTION OF PROJECT

3.1 Give below a brief description of the summer project or activity you are asking the Trustees to fund, including the number of young people and their families who will benefit and why you think it is needed. Include: the dates and number of days you will be open during the week.

- **Enclose a copy of your programme with this application.**

3.2 How will those taking part benefit from your project? _____

3.3 Do you have the following? Please tick.

A Health & Safety Policy

A trained First Aider present

Insurance for staff & volunteers

Trained and / or experienced staff & volunteers

Police checks for staff & volunteers

Are you registered with the local authority?

3.4 Does your project need to register under Part 10 of the Children Act 1989? Yes No Don't know

Do you need advice on any of these points? Yes No

3.5 Does your project have to register with LBHF Social Services Department Children's Unit? Yes No Don't know

3.6 Total number of people involved in your project _____

3.7 Number of Fulham residents involved in your project _____

- *Please note that you may be asked to provide a list of names and addresses as confirmation but that these will be treated as confidential.*

4 REQUEST FOR FUNDING

- *The charity can only donate to that part of the cost which relates to your Fulham members or users.*

4.1 Total cost of your project: _____

4.2 Contribution requested from the charity: _____

4.3 How will the charity's grant be used: _____

4.4 If you are only asking for or only receive part of the cost of your project please say how you will raise the balance:

Own fundraising efforts: £ _____

Donations or fees from members or users: £ _____

Local authority funding: £ _____

Grants from other charities: £ _____

When the charity's grant will be needed: _____

4.5 Please enclose a budget for your project showing how much you will spend, including the hourly rate for any paid staff, and how much you hope to raise towards the cost.

4.6 Does the project have a bank or building society account?

Yes No

4.7 How should the cheque be made out?

- *Cheques can only be made out to the project or organisation and not to a named individual.*
- *If you are asking for coach outings or equipment please enclose a written estimate. Cheques may be made out to suppliers.*

4.8 To what address and to whose attention should the cheque be sent?

5. BACKGROUND INFORMATION

Please enclose a copy of your rules or constitution and latest annual report and accounts.

If you do not have a report and accounts please enclose any written information you have on your organisation and give a breakdown of your income and expenditure for the last financial year.

Do you have an equal opportunity policy? Yes No

Have you received a grant from the Charity before? Yes No

If yes, please say what it was used for _____

7. CHECK LIST

Have you enclosed:

7.1 A breakdown of the cost of your project, including how much you propose to spend on paid staff and volunteers, and the hourly rate for paid staff, or volunteers' expenses?

Yes No

7.2 A programme including dates and times of opening?

Yes No

7.3 A copy of your latest accounts and annual report or a financial breakdown and information about your organisation?

Yes No

7.4 Estimates for coach hire or equipment?

Yes No

8. DECLARATION

To the best of my knowledge, the information I have given in this form is correct.

Signature _____

Full name _____

Position in the organisation _____

Address _____

Telephone number Day _____ Date _____

Evening _____

GUIDANCE NOTES FOR ORGANISATIONS APPLYING FOR FUNDING FOR A SUMMER SCHEME OR SUMMER ACTIVITIES

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 at 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. 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.
4. Applications for summer schemes and activities are considered at the Trustees meeting in April/May. You should apply in February/March to ensure that your application is submitted in good time to be processed
5. 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.
6. 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.
7. The charity does not respond to general funding appeals or give grants for trips outside the United Kingdom.
8. 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 or the names of other groups your organisation is working with.**
 5. **A copy of your programme of activities.**
 6. **A budget for the project.**
 7. **Any appropriate estimates.**

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