



Relieving poverty in
Fulham since 1618

Percy Barton House
33-35 Dawes Road
London SW6 7DT

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Application for Grants for Summer Play Schemes and Activities

FOR USE BY ORGANISATIONS ONLY

Guidance notes

Please ensure you read and understand the below before continuing with an application:

- Your organisation and/or project must be helping people on low incomes who live within the DEBK's [area of benefit](#). It must also be well run, and should not depend on the Charity for continued funding
- Requests for general funding appeals are not accepted, or requests to fund trips outside of the United Kingdom
- Requests for match funding can be made, except for when funding is available from central or local government
- The Clerk to the Trustees may ask to visit your organisation before your application is considered
- If a grant is awarded, it will only be used for the purpose for which is requested in this form
- If a grant is awarded, a full report will be sent to Trustees at the end of the funding period to show how it was used and what it brought to those in DEBK's area of benefit

If you are unsure on the process to take at any stage, then please contact us for advice.

Part A: About your request

Name of applying organisation: _____
Registered name

Type of organisation: _____
i.e. Charity, Company Limited by Guarantee, etc.

Title of proposal or project: _____

Total cost of project: _____

Amount requested from DEBK: _____
Total sum in GBP

Part B: Contact details of your representative

Position: _____

Title: _____ First Name: _____ Last Name: _____
Mr/Mrs/Miss/Ms

Phone: _____ Email: _____
You must provide a contact email address

Part C: Information about your organisation

Does it have a formal constitution?

Yes

No

Briefly describe the aims, objectives and activities of your organisation:

Tell us about what localities it operates in, and how it connects with disadvantaged individuals or families in Fulham:

Part D: About the scheme you want us to fund

Summarise the objectives of the service or activity for which funding is sought, and indicate the timescale to which funding applies:

Tell us how this relates specifically to underprivileged individuals or families in Fulham.

About your organisation and the project you're applying for

Please check one answer for each question:

- | | Yes | No |
|---|--------------------------|--------------------------|
| • Is your organisation registered with the local authority? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Does your project need to register under part 10 of the Children Act 1989? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Does your project have to register with LBHF Social Services Children's Unit? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Does your project have a valid Health and Safety policy? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Does your project have a trained First Aider present? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Does your project have trained and / or experienced staff and volunteers? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do the above staff and volunteers have police checks? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is insurance in place for all staff and volunteers? | <input type="checkbox"/> | <input type="checkbox"/> |

How many people will benefit in total? _____

How many of these live in Fulham? _____

How do you aim to achieve equal opportunities in your organisation/services?

Part F: Budget and additional income

Unless you are a new organisation, we will require two forms of budget information.

1. Records of current financial activities, preferably in the form of an up to date and audited annual report, and
2. A budget breakdown of the scheme for which you are requesting funding assistance, presented as additional documentation

Please ensure that you highlight and/or separately explain key areas, showing how it supports your application, making clear any sections that we should take special note of. Also what resources/reserves your organisation has, what your policy is about use of reserves, and if there are reasons why we should consider your application if reserves/profits are higher than three months of operational costs.

To assist with the above, please state what you believe your current reserve to be: _____

What other applications for funding have been made?

What measures have you taken to raise income, aside from third party funding

How did you hear about DEBK? _____

Part G: Declaration (signature)

I certify that I am an authorised representative of the organisation mentioned in Part A, and that my answers are true and complete to the best of my knowledge. If DEBK agrees to make a grant, this will be used exclusively for the purposes described. I also understand that recovery action may be taken if a grant which turns out to be awarded based on information judged as intentionally misleading or fraudulent.

Full Name: _____

Position: _____

Signature: _____ **Date:** _____

Part H: Checklist

Within this application, or attached with it, is the following:

- A breakdown of the cost of your project, including how much you propose to spend on paid staff and volunteers, the hourly rate for paid staff (or volunteers' expenses), and estimates for coach and/or equipment hire
- A recent annual report and accounts (or a financial statement and a brief description of activities)
- A list (if applicable) of the streets and postcodes of the people you are working with
- A summary outline of the project, including dates and times it is to run
- A signed and dated copy of the declaration page

This completed form and supporting documentation must be sent to:

The Clerk, Dr Edwards and Bishop King's, Percy Barton House, 33-35 Dawes Road, London SW6 7DT

Or by email, to: clerk@debk.org.uk