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# William Kendall’s Charity

Registered Charity No. 228361

**(Wax Chandlers’ Company)**

**Small Grants Programme for Bexley**

**Application Form questions**

**Please ensure that you have read the Application guidance before completing this form**

**Organisation Details**

|  |  |
| --- | --- |
| 1. Organisation name
 |  |
| 1. Registered Charity Number OR Registration number for other types of organisation structure (include the name of your registered body) (where relevant)
 |  |
| 1. Company Number (where relevant)
 |  |
| 1. Address
 |  |
| 1. Main contact name for this project/activity
 |  |
| 1. Telephone number
 |  |
| 1. Email
 |  |
| 1. Website
 |  |
| 1. Facebook/Twitter/Instagram
 |  |
| 1. Organisation’s annual income (taken from most recent financial year accounts)
 |  |
| 1. What are the current unrestricted reserves of your organisation (taken from most recent financial year accounts)
 |  |
| 1. Explanation of reserves shown above, if needed

*If your reserves are particularly high or low, it would be helpful to provide a short narrative explaining why, so that we can assess your grant application fairly (max 250 words)* |  |
| 1. When did your group start?
 |  |
| 1. We are a constituted not for profit organisation with a minimum of 2 unrelated trustees or directors and a bank account in the organisations name (*Only constituted not for profit organisations with unrelated directors and a bank account in the organisation's name are eligible).*
 | Yes / No |
| 1. Names of trustees
 |  |

1. What type of organisation are you? (tick as appropriate)

|  |  |
| --- | --- |
| **Structure** | **Tick where appropriate** |
| Unincorporated Association/Organisation/small voluntary group (with a constitution)  |  |
| Charitable Incorporated Organisation (“CIO”) |  |
| Registered charity |  |
| Charitable Trust |  |
| Registered Societies (Co-Operative Societies; Community Benefit Societies)*(must have a not for profit/asset lock clause(s) in their Society Rules AND be registered with the Financial Conduct Authority (FCA))* |  |
| Community Interest Companies limited by Guarantee (you will need to provide the last CIC34 report (Community Interest Company Report) which shows how you benefit the community |  |
| Community Interest Companies limited by Shares (you will need to provide the last CIC34 (Community Interest Company Report) which shows how you benefit the community |  |
| Company limited by Guarantee *(must be a registered charity OR have a not for profit/asset lock clause(s) in their Articles of Association)* |  |
| None of the above |  |

**Organisation Details**

1. What are the overall **aims** and main **activities** of your group/organisation? *(max 200 words)*

**Details of Grant Requested**

1. **Name** of the project/activity
2. **Project Summary**: Brief **description** of the activity/project that will take place. *(State what you want funding for then describe the project as a whole (max 200 words)*
3. Below are the **priority areas** for this fund (in alphabetical order). Which one(s) does your project address and how?

|  |  |
| --- | --- |
| **Priority Area:** | **How do you address this? (otherwise put n/a)** |
| Capacity Building of Groups |  |
| Developing or piloting a new project or service |  |
| Improving Buildings and Local Neighbourhoods |  |

1. ***Beneficiaries: Who*** *is the project/activity mainly aimed at? (who are you trying to help?)*

|  |  |
| --- | --- |
| *Main Beneficiaries* | *Tick as appropriate* |
| *Children and Young people* |  |
| *Older people* |  |
| *Women*  |  |
| *Disabled people* |  |
| *Lone parents* |  |
| *People from minority ethnic backgrounds* |  |
| *LGBTQ+*  |  |

1. ***Beneficiaries****: Which areas of Bexley borough will your project/activity mainly* ***benefit****?*

|  |  |
| --- | --- |
| ***Area:*** | ***Tick as appropriate*** |
| *All wards in Bexley borough* |  |
| *Northern wards of Bexley borough (Belvedere; Erith; North End; Northumberland Heath; Sladegreen; Thamesmead East)* |  |
| *Southern wards of Bexley borough* |  |
| *Central wards of Bexley borough* |  |

1. **Beneficiaries**: What difference (**target outcomes**) will the activity/project make to your beneficiaries and/or organisation? *Please list the target outcomes including numbers where relevant e.g. 90% of participants will be more confident as a result of the project/activity (max 500 words)*
2. **Beneficiaries**: **How many** direct Bexley beneficiaries are expected to benefit from your activity/project? (*This gives us an idea of the scope of the project. We appreciate that some services are more costly per head than others and this will be taken into consideration. In this question we are looking for the number of direct beneficiaries only, not their families).*
3. How many **volunteers** do you plan to work with on this project?

**Budget**

Please see download the [**Application guidance document**](file:///C%3A%5CUsers%5CJacqueline%20Bobb%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CTF0BPCBV%5CWK%20Application%20Guidance%20-%20Revised%20%28Jan%202022%29.doc) and complete the [**budget breakdown form**](file:///C%3A%5CUsers%5CJacqueline%20Bobb%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CTF0BPCBV%5CTemplate%20Budget%20for%20William%20Kendall%20grant%20%287%29.xlsx) as part of your application submission (<https://www.bvsc.co.uk/william-kendall-small-grants-scheme>)

1. Total cost of project/activity
2. Total funding requested
3. Shortfall (if applicable) *The shortfall is the difference between the total cost of the project and the amount requested*
4. How will you fund the shortfall?

**Timescales:**

1. When do you intend to start the project? *(all grant money should be spent within 12 months on the date of the Grant Offer Letter)*
2. When do you intend to have spent the grant? *(all grant money should be spent within 12 months on the date of the Grant Offer Letter)*

**Monitoring**

1. What methods will you use to keep track of the project/activity and the change that you are making? *(such as registers of attendees at sessions; information from registration forms to see if you are reaching the people you hoped to and a three-question survey at the end about whether participants found the work changed things for them). (max 200 words)*

***Sustainability:***

1. *What plans do you have to continue the activity/project (if appropriate) after the end of the grant period? How will you achieve this?*

**Application submission**

*IN ADDITION to fully completing the application form you are required to submit the documents below as part of your grant application. You MUST send them to* *jbobb@bvsc.co.uk* *with the application form. Methods: Scan and send via email; Send links to the relevant documents within an email OR If no scanner, then photograph the documents on your mobile phone, then send them via email. It is imperative that you put the name of your organisation and the name of the project/activity in the subject line of your email to avoid delay and to avoid the possibility of missing a funding deadline. Unfortunately, we cannot consider your application until we have ALL the relevant paperwork, within the funding deadline.*

*It is your responsibility to provide all necessary paperwork for an application to be processed. If you are not able to send the documents by any of the methods above, please contact Jacqueline straight away.*

1. Copy of a **bank statement** (less than 3 months old) (with financial information redacted) showing the name of bank, account number; sort code
2. Copy of your **Safeguarding policy** and procedures
3. Copy of your **financial accounts** for the most recent financial year (If your accounts are independently examined or audited, the most recent audited ones).
4. Copy of written estimates/**quotes** for equipment or services (if applicable)
5. Copy of your **Constitution** or other **Governing** **Document**
6. Copy of the Completed [**William Kendall budget breakdown form**](file:///C%3A%5CUsers%5CJacqueline%20Bobb%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CTF0BPCBV%5CTemplate%20Budget%20for%20William%20Kendall%20grant%20%287%29.xlsx)
7. Declaration: I agree that I have the authorisation to submit this application and that the information is correct to the best of my knowledge. I understand that if any of the information is found to be incorrect that this could jeopardise funds being given.
8. Name of person submitting the form
9. Position in organisation
10. Date

***What next?***

*Provided that we have received a fully completed application form**and associated required documents (listed in the Application Guidance) within the funding deadline, your application will be reviewed by BVSC, on behalf of William Kendall, if eligible, will be passed to the Funding Panel for consideration and decision.*

*If there is a piece of information missing from your application pack we will inform you once, but unfortunately due to the anticipated number of applications we will not be able to chase. Any partially completed applications will not be put forward to panel.*

*If successful, you will receive a Grant Offer letter outlining the conditions which apply, including how the work will be monitored and funding accounted for.*

*Please refer to the* [***Application Guidance***](file:///C%3A%5CUsers%5CJacqueline%20Bobb%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CTF0BPCBV%5CWK%20Application%20Guidance%20-%20Revised%20%28Jan%202022%29.doc)(<https://www.bvsc.co.uk/william-kendall-small-grants-scheme>) *for full details.*

*If you are unsuccessful then brief feedback will be given.*

*If you have any queries please contact Jacqueline Bobb, Scheme Co-ordinator on 01322 524 682 or* *jbobb@bvsc.co.uk*