



## **The Bradbury Foundation Grant Application Form**

**Please ensure you have read the guidance notes before completing the application form.** These are available online from [www.thebradburyfoundation.org](http://www.thebradburyfoundation.org). Responses should be thorough, applicants should assume the assessing panel have no prior knowledge of your organisation, who runs it or the community in which you operate.

Please ensure when submitting the completed application form, you have included copies of the documents outlined in the 'supporting documents' section, as without these, the assessors will be unable to properly process your application.



## PART 1

### Your Details (Person completing this form)

<b>Full name</b>	
<b>Position within the organisation</b>	
<b>Contact telephone number(s)</b>	
<b>Email address</b>	

## PART 2

### Your Organisation

<b>Name of Organisation</b>	
<b>Email Address of Organisation</b>	
<b>Address of Organisation</b>	
<b>Postcode of Organisation</b>	
<b>When did your Organisation start?</b>	

**Please share the story of your organisation with us, describing its overall aims and objectives, what activities/services you provide, who to (demographic), how often, and where from.**

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**How many people currently access the activities provided? If you deliver more than one activity, please provide the approximate number of participants for each activity/service.**

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Type of organisation	Yes	Please supply registration number if relevant
A registered charity	<input type="checkbox"/>	
Company limited by guarantee	<input type="checkbox"/>	
Charitable Incorporated Organisation	<input type="checkbox"/>	
Unincorporated club or association	<input type="checkbox"/>	
Community interest company	<input type="checkbox"/>	
Constituted community group	<input type="checkbox"/>	
Other (please specify)	<input type="checkbox"/>	

How many people are involved in your organisation?	No. of people	Hours per week
Full-time paid staff / workers		
Part-time paid staff / workers		
Management Committee		
Full-time volunteers / helpers		
Part-time volunteers / helpers		

**How does your organisation generate income? (Fundraising / grant funding / membership fees / donations etc). Is your organisation reliant on grant funding to remain sustainable? If so, what percentage is covered by this? If not, please tell us how you generate income?**



## PART 3

### Your Project

Please let us know exactly how you will spend any grant funding and explain what the project is, providing as much detail as possible in order for us to fully understand what you intend to do.

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Please explain how your project/application is charitable in its purpose and how it aligns to The Bradbury Foundation objects as described in our grant making policy.

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Why is the project needed locally and why this is important to your community?

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What is the timescale of the funded project?

Start of project

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End of project

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## PART 4

### Project Outcomes/Beneficiaries

<b>Please list the communities, towns, villages etc. that will benefit from this project?</b>	
<b>Approximately, how many people will benefit from this project?</b>	
<b>Tell us how you will demonstrate the project has been a success and/or what the longer-term impact is likely to be.</b>	
<b>If this is an ongoing project, how will it be delivered, funded and/or resourced in the future?</b>	

## PART 5

### Finance/Project Costs

<b>How much are you applying for?</b>	<b>£</b>
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<b>How much do you envisage your project costing?</b>	<b>£</b>
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<b>Have you received grant funding from us, or any other organisation in the last 2 years? Please provide details below. (use a separate sheet if necessary)</b>		
<b>Name of funder</b>	<b>Reason for grant</b>	<b>Amount</b>



**Please explain where other finances will come from to support your project?**

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<b>Do you have a bank account in your organisation's name?</b>							<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
<b>Account name</b>								
<b>Sort code</b>								
<b>Account number</b>								
<b>Bank / Building society name</b>								
<b>Bank / Building society address</b>								
<b>How many signatories are on the account?</b>								

## PART 6

### Supporting documents

Please note that without these documents, we will be unable to process your application. Registered charities do not need to provide information, we can access this via the Charity Commission. If unable to supply any of these document, please advise the reason why.

Include all relevant documentation	Initial when included (give reasons if not provided)
Your organisation's latest set of annual accounts or income and expenditure details (or 6 months' worth of bank statements if you have been open less than 1 year).	
A recent bank statement from all accounts in your organisation's name.	
Set of rules/terms of reference or constitution.	
Names, addresses and roles of your management committee/trustees	
Quotations/estimates for work/project costs	



## PART 7

### Conditions of grant

Please initial below to acknowledge your acceptance of a grant from The Bradbury Foundation with the following conditions:

No.	Condition	Initial
1.	The Grant, administered by The Bradbury Foundation, will be used for the purpose outlined in this application. Any changes to the project must be agreed with The Bradbury Foundation.	
2.	We will spend the grant within one year of its receipt or any other timetable set by The Bradbury Foundation.	
3.	Any grant money not spent on the project will be repaid to The Bradbury Foundation.	
4.	We will not dispose of grant-aided equipment without The Bradbury Foundation's agreement. Any money raised will be refunded to The Bradbury Foundation.	
5.	We accept that The Bradbury Foundation may use our project for publicity purposes and it may also be used as an example project on The Bradbury Foundation's website.	
6.	We will not bring the fund, or The Bradbury Foundation, into disrepute and undertake to return all funding should it be determined that we have done so.	
7.	We will complete an end of grant/project report, comply with regular expenditure and monitoring requirements.	
8.	We will keep all receipts and accounts relating to grant-aided expenditure for six years from receipt. As a minimum these will consist of a simple cash book recording all receipts and payments which should be maintained and reconciled on a monthly basis. These records to be made available to The Bradbury Foundation if requested.	
9.	The Bradbury Foundation will require repayment of all or part of the grant if the project is abandoned for any reason or if there is non-compliance with any of these conditions.	

Are you happy to be contacted in the future regarding The Bradbury Foundation news, including upcoming grants and newsletters?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you agree to let The Bradbury Foundation publicise your group/project on our social media platforms and website?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you happy for The Bradbury Foundation to share your story including photos/videos you send on our website and with other media/press organisations?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

## Declaration

I certify that the information provided in this application form is true and complete to the best of my knowledge. I am aware that this application is subject to review and verification and if such information has been falsified, the application will be terminated and if fraudulent, may result in a civil penalty or criminal prosecution.

Name of person completing this form	
Position in the organisation	
Signature	
Date	



Please submit your application via email where possible, including supporting documents to:

[hello@thebradburyfoundation.org](mailto:hello@thebradburyfoundation.org)

or if you are unable to email, you may post the documents to:

**The Bradbury Foundation,**  
c/o Forrester Boyd Chartered Accountants,  
26 South St. Mary's Gate,  
Grimsby,  
N E Lincolnshire,  
DN31 1LW.

The Bradbury Foundation will use the submitted details internally for administration purposes. As some of the information is classed as "personal data" it will be processed in accordance with the rights and obligations of **the Data Protection Act 2018**.

<b>FOR OFFICE USE ONLY</b>	
Application Number:	Date Received:
Review Date:	Decision:
Comments:	