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| **Sample Application Form** | | | | | | |  | |
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| ***Please do not attempt to fill in this form. It will not be accepted as an application.*** *This document serves as a sample application form and includes the help text found in our online application form.* | | | | | | | | |
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| **Section 1 - Organisation** | | | | | | | | |
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| **Name of your organisation** | | | | | | | | |
| *Provide the name of your organisation as it appears on your constitution/governing document.* | | | | | | | | |
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| **Address of your organisation** | | | | | | | | |
| *This should be the address of the organisation. If the organisation doesn't have an independent location, you can use the contact details of the primary contact.* | | | | | | | | |
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| **General/Office Email** | | *This should be the main email address of the organisation where we can contact the group during office hours (between 9am to 5pm)* | | | | | | |
| **Telephone No.** | | *This should be the main telephone number of the organisation where we can contact the group during office hours (between 9am to 5pm)* | | | | | | |
| **Website** | |  | | | | | | |
| **Main Contact Person**  These are the details that will be used for correspondence purposes. | | | | | | | | |
| **Title** | **First name(s)** | | | | | **Surname** | | |
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| *This person should be someone who has a good knowledge of the application, as this is the person we will contact if we have any questions.* | | | | | | | | |
| **Job title** | |  | | | | | | |
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| **Work/Office Phone No.** | | *This will be the telephone number we use if we wish to contact you about your application.* | | | | | | |
| **Mobile Phone No.** | |  | | | | | | |
| **Work Email** | | *This will be the email address that we send our application decision to.* | | | | | | |
| **Organisation details** | | | | | | | | |
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| **When did the organisation start? (Month/Year)** | | | | *Give an estimate if you don’t know the exact date* | | | | |
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| **What type of organisation are you? (please tick appropriate box)** | | | | | | | | |
| Registered charity. If yes, please provide your number | | | | | | | |  |
| Charitable Incorporated Organisation. If yes, please provide your number | | | | | | | |  |
| Unincorporated club, group or association | | | | | | | | |
| Community Interest Company | | | | | | | | |
| Company limited by guarantee | | | | | | | | |
| Other: | | | | | | | | |
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| **Are you part of a larger regional or national organisation?**  Yes  No | | | | | | | | |
| **Organisation income over the last financial year** £ | | | | | | | | |
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| **How many of each of the following are involved in the organisation?** | | | | | | | | |
| **Full time staff / workers** | |  | **Management committee, board of trustees / directors** | | | | |  |
| **Part time staff / workers** | |  | **Volunteers (excluding management committee)** | | | | |  |
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| Please refer to Section 2 of the Guide for Applicants before answering the following questions. | | | | | | | | |
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| **What are the main services or activities provided by your organisation? Max 250 words.** | | | | | | | | |
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| **Please tell us about the people you usually work with and the challenges they face. Max 200 words.** | | | | | | | | |
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| **How do you involve the people you seek to support in the design, development or running of your services? Max 200 words.**  *Involvement could include residents or service users providing feedback or taking an active role in development and improvements. It could mean trustees with lived experience on your board. Please specify.* | | | | | | | | |
| **Section 2 - About your funding request**  Please refer to Sections 1 and 3 of the Guide for Applicants when you are answering the following questions. | | | | | | | | |
| **Please provide a 20–30-word description of the work you would like us to fund.** | | | | | | | | |
| *This helps us quickly identify what you are requesting the grant for.* | | | | | | | | |
| **Activity / funding start date** | | | | | *Add the start and finish dates for the project or activity you would like a grant towards. If it's an on-going activity, you should enter the dates you will start and finish spending the grant.* | | | |
| **Activity/funding end date** | | | | |
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| **Which local authority does the majority of your work take place in?** | | | | | | | | |
| Bristol  Bath & North-East Somerset  South Gloucestershire  North Somerset  *If you work across a number of areas, please choose the main location.* | | | | | | | | |
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| **Which area (estate, town, village or district) does the majority of your work take place in?**  *Which area do most of the people live who your work supports?* | | | | | | | | |
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| **Please provide a postcode which represents the geographical area you work in.**  *Please provide the postcode where most of your users live. If there are multiple places, just choose one. If it's difficult to choose, give the postcode of your organisation.* | | | | | | | | |
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| **How will you spend this grant? Please tell us how the funding will be used. Max 300 words.** | | | | | | | | |
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| **What is the need for this work and how have you identified this? The aim of this question is to tell us why the work is needed. Max 400 words.** | | | | | | | | |
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| **What do you hope to achieve with this funding? Please outline the changes you hope to achieve for your organisation to make it more resilient. Max 300 words.**  *What impact will this grant have on your organisation? How will it make your organisation more resilient?* | | | | | | | | |
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| **Section 3 – Impact of your request** | | | | | | | | |
| **Type of work/activity** | | | | | | | | |
| *In the application form you will see a drop-down menu of several types of activity for you to select. Please select at least one that best describes the type of activity you need funding towards.* | | | | | | | | |
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| **Outcomes** | | | | | | | | |
| **Please select at least two outcomes you aim to achieve through the work that you need a grant towards.** | | | | | | | | |
| *In the application form you will see a drop-down menu of several outcomes for you to select for the project or activity that you’re seeking a grant towards. You must select at least two outcomes.* | | | | | | | | |

**About the people that will ultimately benefit from this funding.**

This section helps us understand who is benefiting from our funding. It is not a judgement

about how inclusive your work or organisation is, so please be as accurate as you can.

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| **Issues/Challenges experienced by the people or community you support or serve** | *This is a drop down option.* |
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| **How many people do you directly support each year? This should be the number of individuals participating and benefiting from your work.** |  |

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| **Please select the main group of people your work usually supports** |
| *In the application form you will see a drop-down menu of several categories for you to select for the main group of people that your work usually supports. You must select at least one category.*  *You are also given the option to select another category of people being supported by your project or activity.* |

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| **Please select the main age group of people your work usually supports** |
| *In the application form you will see a drop-down menu of several age categories for you to choose from.*  *You are also given the option to select another category, if it applies to your application.* |

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| **Please select the gender of the main group of people your work usually supports** |
| *In the application form you will see a drop-down menu of several gender categories for you to choose from.*  *You are also given the option to select another category, if it applies to your application.* |

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| **Please select the ethnicity of the main group of people your work usually supports** |
| *In the application form you will see a drop-down menu of several ethnicity categories for you to choose from.*  *You are also given the option to select another category of ethnicity for the people your project or activity is supporting.*  *Choose the expected majority group that will be served/supported based on who you will reach, who your previous work benefitted or the demographic majority in the area you serve. Please* ***do not*** *use ‘all ethnicities’ unless there is no clear majority.* |

**Section 4 – Budget**

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| **What is the total cost of the work you seek a grant towards?** | *If you are asking us to contribute towards a larger piece of work, what is the total cost? Also, the total cost may be the same as the amount you’re requesting.* |
| **How much money are you applying to us for (no more than £10,000)?** |  |
| **How much has been raised so far?** | *If you are not asking us to fund the full costs, how much have you raised already?* |

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| **Please provide details of any other funding you are seeking or have secured for this work. Please provide details of the sources and amounts, and dates of funding decisions. We cannot assess your application without this information.** |
| *Please include: the name of the funder or source of the funding; the amount you are applying for or have secured from each funder; and when you expect to receive the decision if the funding is yet to be secured.* |

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| **Budget Breakdown**  *In the application form you can provide a detailed breakdown of the costs involved and what amounts you are requesting from Quartet. There are different types of costs presented (see below) and you can choose which cost types you want to request a grant towards.*  *Please provide a detailed breakdown of your costs using the ‘Breakdown’ boxes in the application form (for example, £20 per hour for a Manager for 3 hours per week, over 48 weeks).* | | | |
| **Type of cost** | **Requested Amount** | **Total Cost** | **Breakdown** |
| **Staff costs** | £ | £ |  |
| **Volunteer costs** | £ | £ |  |
| **Operational/activity costs** | £ | £ |  |
| **Office/overhead/premises costs** | £ | £ |  |
| **Capital costs (Equipment)** | £ | £ |  |
| **Publicity costs** | £ | £ |  |
| **Other costs** | £ | £ |  |
| Total | £ | £ |  |

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| **Is there anything else you wish to tell us that is not covered elsewhere?** Max 400 words. |
| *The purpose of this question is to give you an opportunity to tell us anything else that you feel is important, but either not covered by the questions we have asked or you ran over your word limit. There is no need to answer if you have nothing to add.* |

**Referee**

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| **Please provide the contact details of an independent referee.** |
| *We ask you to provide the name and contact details of somebody we can contact. We will typically do this if you are applying to Quartet for the first time, or you haven’t recently had a grant from Quartet.*  *This referee should be someone in a professional or public position who knows your organisation.* |

**Bank Details**

Please provide details of a bank account, in the name of your group or organisation, that a grant can be paid to. If you do not have a bank account, or have any questions about this, please contact us.

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| **Bank account name** | *This is the name of your group’s bank account (not the name of the bank) as it appears on your bank statements. Please complete your bank details accurately, otherwise a payment may not be successful.* |
| **Bank account number** |  |
| **Bank sort code** | *Just provide the numbers, and avoid including dashes (- , /, \)* |

*Please complete your bank details accurately, otherwise a payment may not be successful.*

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| **Please provide the full names and positions of at least two people, other than yourself, in your organisation that are authorised to accept a grant.** |
| *Please provide the full names, and their position at your organisation. They should be senior managers, management committee members, directors, or trustees.* |

S**upporting Documents**

*We ask you to attach a few documents to your application. Please note that you don’t have to do this if you have already sent them to Quartet within the past six months, unless they have been amended during that time. The documents to attach are the following:*

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| * A copy of your constitution/governing document/set of rules |
| * The contact details of at least 3 members of your management committee/board of trustees/board of directors |
| * A copy of your most recent annual accounts or financial records that show your organisation’s balance of funds, income, and expenditure. If you do not have financial records covering a full year, then you will need to provide the records you currently have. |
| * A safeguarding policy that is up-to-date and relevant to your organisation’s work. |