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| **Date received** | **Total requested** | **B Code** |
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 **The Harpur Trust**

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| **Application Form (Stage 2)** |

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| **Please:**   * **Read the guidance notes carefully before completing this form.** * **Ensure that all sections of this application form are fully completed.** * **Adhere to the given word limits. Only words up to the limit will be considered.**   **If you need a copy of this form in an alternative format, please contact us and we will try to assist.** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Name of organisation** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **2. Project name / title** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **3. Contact details** | | | | | | | | | | | | | | | | | | | |
| **Name of contact person** | | | | | | | | | | | | **Position in organisation** | | | | | | | |
|  | | | | | | | | | | | |  | | | | | | | |
| **Address of organisation** | | | | | | | | | | | | **Address for correspondence (if different)** | | | | | | | |
|  | | | | | | | | | | | |  | | | | | | | |
| **Postcode** | | | |  | | | | | | | | **Postcode** | | | |  | | | |
| **Telephone number** | | | |  | | | | | | | | **Telephone number** | | | |  | | | |
| **Mobile number** | | | |  | | | | | | | | **Mobile number** | | | |  | | | |
| **Email address**  Mobile Telephone Number  Email Address | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **Organisation details** | | | | | | | | | | | | | | | | | | | |
| **4. Please tell us how many people are involved with your organisation.** | | | | | | | | | | | | | | | | | | | |
|  |  |  | | | | | | | | | | | |  | | | | | |
|  |  | Paid full time staff | | | | | | | | | | | |  | | | | | |
|  |  |  | | | | | | | | | | | |  | | | | | |
|  |  | Paid part time staff | | | | | | | | | | | |  | | | | | |
|  |  |  | | | | | | | | | | | |  | | | | | |
|  |  | Volunteers | | | | | | | | | | | |  | | | | | |
|  |  |  | | | | | | | | | | | |  | | | | | |
|  |  | Committee members / trustees / directors | | | | | | | | | | | |  | | | | | |
|  |  |  | | | | | | | | | | | |  | | | | | |
|  |  | Service users / members / beneficiaries | | | | | | | | | | | |  | | | | | |
|  |  |  | | | | | | | | | | | |  | | | | | |
| **5. What is the legal status of your organisation? (more than one may apply)** | | | | | | | | | | | | | | | | | | | |
|  |  |  | | | | | | | | | | | |  | | | | | |
|  |  | Registered Charity / Number | | | | | | | | | |  |  | School / other education provider | | | | | |
|  |  |  | | | | | | | | | | | |  | | | | | |
|  |  | Registered Charity and Company Limited by Guarantee | | | | | | | | | |  |  | Statutory body | | | | | |
|  |  |  | | | | | | | | | | | |  | | | | | |
|  |  | Charitable Incorporated Organisation (CIO) | | | | | | | | | |  |  | Other (please describe) | | | | | |
|  |  |  | | | | | | | | | | | |  | | | | | |
|  |  | Community Interest Company (CIC) | | | | | | | | | |  |  |  | | | | | |
|  |  |  | | | | | | | | | | | |  | | | | | |
| **6. In which year did your organisation start?** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **7. Is it part of a larger or national organisation? If so, please describe *(maximum 100 words)*** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **8. Briefly describe the aims, objectives and activities of your organisation *(maximum 100 words)*** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **9. How did you find out about The Harpur Trust? *(maximum 25 words)*** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **10. Has your organisation applied to The Harpur Trust before? If so, when, and what was the outcome? *(maximum 25 words)*** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **11. Please summarise the purpose for which you require funding *(this will be used in our records to describe your project – maximum 100 words)*** | | | | | | | | | | | | | | | | | | | |
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| **12. Which of our charitable objects do you think your project meets?** | | | | | | | | | | | | | | | | | | | |
|  |  |  | | | | | | | | | | | |  | | | | | |
|  |  | Education | | | | | | | | | | | |  | | | | | |
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|  |  | Relief | | | | | | | | | | | |  | | | | | |
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|  |  | Recreation | | | | | | | | | | | |  | | | | | |
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| **13. Please use this section to answer any specific questions raised by the Trustees in response to your Stage 1 Application *(maximum 300 words)*** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **14. What evidence do you have that the project is needed? *(maximum 300 words)*** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **15. Please describe in detail what the project will do and how it will be delivered. Describe the activities to be undertaken with the grant requested *(maximum 300 words)*** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **16. Who will benefit from your project? Tell us about the number of people, their age range and if you are targeting a particular section of the community *(maximum 200 words)*** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **17. Where do the people who will benefit from this project live? *(Choose from the entire Borough of Bedford, Bedford town or list particular local authority wards. If any will come from outside Bedford Borough please give an estimate of the percentage)*** | | | | | | | | | | | | | | | | | | | |
|  |  |  | | | | | | | | | | | |  | | | | | |
|  |  | Entire Borough |  | | |  | Elstow | |  |  | | Kempston Central and East | | |  |  | | | Sharnbrook |
|  |  |  | | | | | | | | | | | |  | | | | | |
|  |  | Brickhill |  | | |  | Goldington | |  |  | | Kempston Rural | | |  |  | | | Wilshamstead |
|  |  |  | | | | | | | | | | | |  | | | | | |
|  |  | Bromham and Biddenham |  | | |  | Great Barford | |  |  | | Kingsbrook | | |  |  | | | Wootton |
|  |  |  | | | | | | | | | | | |  | | | | | |
|  |  | Castle |  | | |  | Harrold | |  |  | | Newnham | | |  |  | | | Wyboston |
|  |  |  | | | | | | | | | | | |  | | | | | |
|  |  | Cauldwell |  | | |  | Harpur | |  |  | | Oakley | | |  |  | | | Bedford Town (all urban wards) |
|  |  |  | | | | | | | | | | | |  | | | | | |
|  |  | Clapham |  | | |  | Kempston North | |  |  | | Putnoe | | |  |  | | | All rural wards |
|  |  |  | | | | | | | | | | | |  | | | | | |
|  |  | De Parys |  | | |  | Kempston South | |  |  | | Queens Park | | |  |  | | | Other (please specify) |
|  |  |  | | | | | | | | | | | |  | | | | | |
|  |  | Eastcotts |  | | |  | Kempston West | |  |  | | Riseley | | |  |  | | |  |
|  |  |  | | | | | | | | | | | |  | | | | | |
| **18. What outcomes do you aim to achieve by the end of the project? Outcomes are the changes in people, organisations, policies or communities that this project will bring about. More information, including examples, is available on our website and in our guidance notes *(maximum 300 words)*** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **19. How will you measure whether those outcomes have been achieved? *(maximum 200 words)*** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **20. How will your work complement related services in the area? Please explain how you work in partnership with other local organisations *(maximum 200 words)*** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **21. How do you involve the people who use your services in your decision making? *(maximum 100 words)*** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **22. How do you aim to achieve diversity in your organisation and in the services you provide? *(maximum 100 words)*** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **23. Costs** | | | | | | | | | | | | | | | | | | | |
| **Tell us how much your project will cost and give us a breakdown of what the money is for. How much of this are you asking The Harpur Trust to fund?** | | | | | | | | | | | | | | | | | | | |
| **Individual Item** | | | | | | | | | | | | **Total Cost** | | | | **Requested from The Harpur Trust** | | | |
|  | | | | | | | | | | | | **£** | | | | **£** | | | |
|  | | | | | | | | | | | | **£** | | | | **£** | | | |
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|  | | | | | | | | | | | | **£** | | | | **£** | | | |
| **TOTAL** | | | | | | | | | | | | **£** | | | | **£** | | | |
| **24. If the total cost is greater than your request to The Harpur Trust, please explain how you will raise the remainder and give details in the table below. If you are applying to other funders, please tell us when you expect to hear the outcome of your application.** | | | | | | | | | | | | | | | | | | | |
| **Source** (e.g. Awards for All, membership fees etc.) | | | | | | | | **Amount** | | | | | **Status** (e.g. received or applied for) | | | | | **Decision date** | |
|  | | | | | | | | **£** | | | | |  | | | | |  | |
|  | | | | | | | | **£** | | | | |  | | | | |  | |
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|  | | | | | | | | **£** | | | | |  | | | | |  | |
| **25. What non-cash support have you applied for? (For example advice or a free venue)** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **26. When will the project start and end?** | | | | | | | | | | | | | | | | | | | |
| **Start date** | | | | |  | | | | | | **Finish date** | | | | | |  | | |
| **27. If you were successful in your application, how would you work to publicise the grant from The Harpur Trust?** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **28. General and financial information** | | | | | | | | | | | | | | | | | | | |
| **What is the total annual income and expenditure of your organisation? Please use figures from your most recent annual accounts or projected cash flow forecast if no annual accounts exist.** | | | | | | | | | | | | | | | | | | | |
| **12 months covered by accounts or forecast:** | | | | | | | | | | | | | | | | | | | |
| **From (date)** | | | | |  | | | | | | **To (date)** | | | | | |  | | |
| **Total annual income and expenditure:** | | | | | | | | | | | | | | | | | | | |
| **Income** | | | | | **£** | | | | | | **Expenditure** | | | | | | **£** | | |
| **What reserves does your organisation hold?** | | | | | | | | | | | | | | | | | | | |
| **Restricted funds** | | | | | **£** | | | | | | **Unrestricted funds** | | | | | | **£** | | |

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| **Declaration** | | | | |
| **This declaration should be signed by the applicant and a senior member of staff or Trustee. Please see guidance notes for details of suitable signatories.** | | | | |
| **Signed** |  | | **Date** |  |
| **Position in Organisation** | |  | | |
| **Signed** |  | | **Date** |  |
| **Position in Organisation** | |  | | |
|  | | | | |
| **To the best of my knowledge the information provided on this application form is correct.**  **If The Harpur Trust agrees to make a grant this will be used exclusively for the purposes described. If a significant change occurs to the organisation or to the project I will inform the Trust immediately.** | | | | |

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| **General Data Protection Regulation** |
| **In accordance with the GDPR we require your consent to use and store any personal data entered on this application form. Submitting your application confirms that you have given your consent. You can withdraw your consent at any time by contacting us at grants@harpurtrust.org.uk and we will remove your personal data from our database.**    **The Harpur Trust will treat any personal data you provide in line with the Data Protection Act 1998 and The Trust's Privacy Statement (available on The Trust's website).** |

|  |  |  |  |
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| **Please tick to confirm that you have:** | | | |
|  |  |  |  |
|  |  | Answered all the questions and signed the declaration |  |
|  |  |  |  |
|  |  | Enclosed your most recent annual accounts (or bank statement and budget for new groups) |  |
|  |  |  |  |
|  |  | Enclosed a copy of your governing document (does not apply to statutory bodies) |  |
|  |  |  |  |
|  |  | Enclosed a copy of your equal opportunities policy |  |
|  |  |  |  |
|  |  | Enclosed a copy of your safeguarding policy |  |
|  |  |  |  |
| If any of the above are not enclosed please contact us. | | | |

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| Please send the form to:  *Community Programmes Office*  *The Harpur Trust, Princeton Court, Pilgrim Centre, Brickhill Drive, Bedford, MK41 7PZ*  *Tel: 01234 369500 Fax: 01234 369505 Email:* [*grants@harpurtrust.org.uk*](mailto:grants@harpurtrust.org.uk) |