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| **Date received** | **Total requested** | **B Code** |
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**Covid-19 Fund**

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| **Application Form Covid 2** |

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| **Please:**   * **Read the guidance notes carefully before completing this form.** * **Ensure that all sections of the 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.** |

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| **About Your Organisation** | | | | | | | | | | | | | | | | | | | |
| **1. Name of organisation** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **2. 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** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **Organisation details** | | | | | | | | | | | | | | | | | | | |
| **3. How many people deliver your organisation’s services?** | | | | | | | | | | | | | | | | | | | |
|  | Paid full time staff | | | | | | | | | |  | | Volunteers | | | | | | |
|  | Paid part time staff | | | | | | | | | |  | | Committee members / trustees / directors | | | | | | |
| **4. What is the legal status of your organisation?** | | | | | | | | | | | | | | | | | | | |
|  | Registered Charity | | | | | | | | | | Please give Charity Number ……………. | | | | | | | | |
|  | Registered Charity and Company Limited by Guarantee | | | | | | | | | | Please give Company Number ………… | | | | | | | | |
|  | Charitable Incorporated Organisation (CIO) | | | | | | | | | |  | | Constituted Community Group | | | | | | |
|  | Community Interest Company Limited by Guarantee (CIC) | | | | | | | | | |  | | Other (please describe) | | | | | | |
| **5. In which year did your organisation start?** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **6. Is it part of a larger organisation? If so, please give details *(maximum 50 words)*** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **7. What does your organisation do? *(maximum 50 words)*** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **8. What is the main focus of your activities at the moment?** | | | | | | | | | | | | | | | | | | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | |  | | | | |  |  | | Food |  |  | | Advice |  |  | Arts and Culture | |  |  | Children and Young People | |  |  | |  | | | | | | | |  | | | | |  |  | | Domestic Abuse |  |  | | Homelessness |  |  | Refugees, Asylum Seekers, Migrants | |  |  | Infrastructure Support (Civil Society) | |  |  | |  | | | | | | | |  | | | | |  |  | | People at Risk |  |  | | Sport and Recreation |  |  | Community Assets & Venues | |  |  | Mental Health | |  |  | |  | | | | | | | |  | | | | |  |  | | Education |  |  | | Employability/  Training |  |  | Other (please explain) | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **9. Has your organisation applied to The Harpur Trust before? If so, was the application successful? *(maximum 25 words)*** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **Covid-19** | | | | | | | | | | | | | | | | | | | |
| **10. Has your organisation provided services in direct response to Covid-19? *(maximum 50 words)*** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **11. How has Covid-19 affected your organisation? *What challenges are facing your organisation as a result of Covid-19? (maximum 100 words)*** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **12. How has Covid-19 affected the services your organisation provides? *(maximum 100 words)*** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **13. How has the pandemic affected the people your organisation helps? *(maximum 100 words)*** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **Your Funding Request** | | | | | | | | | | | | | | | | | | | |
| **14. Project Name** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **15. Please summarise your request for funding *(this will be used in our records to describe your project – maximum 100 words)* Does your organisation need support to:** | | | | | | | | | | | | | | | | | | | |
| |  |  |  | | --- | --- | --- | |  |  | **a) Counter the negative impact of the pandemic on your organisation** |  |  |  |  | | --- | --- | --- | |  |  | **b) Help you manage increased demand for your services resulting from the pandemic** |  |  |  |  | | --- | --- | --- | |  |  | **c) Provide new services to meet new needs resulting from the pandemic.** | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **16. Which of our charitable objects does your application support most?** | | | | | | | | | | | | | | | | | | | |
|  | Education | | | | |  | Relief | | | | | |  | Recreation | | | | | |
| **17. Please describe what the project will do and how it will be delivered. How will you use the funding requested? *(maximum 300 words)*** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **About your beneficiaries** | | | | | | | | | | | | | | | | | | | |
| **18. How many people do you estimate will benefit from your project?** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **19. Is your project aimed at a particular section of the community? Please tick the main beneficiary group.** | | | | | | | | | | | | | | | | | | | |
| |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  | Carers |  |  | Ex-offenders, offenders, people at risk of offending |  |  | Families, parents,  lone parents | | |  |  |  | | | | | | | |  |  | Homeless people |  |  | Unemployed people |  |  | People with physical  health problems | | |  |  |  | | | | | | | |  |  | People living in poverty |  |  | People with learning  disabilities |  |  | People with mental  health issues | | |  |  |  | | | | | | | |  |  | People with physical disabilities |  |  | Refugees, Asylum Seekers, Migrants |  |  | All local residents | |  |  |  |  | | --- | --- | --- | |  |  | Others (please give details) | | | | | | | | | | | | | | | | | | | | |
| **20. What ethnic group do the majority of people who will benefit from your project come from?** | | | | | | | | | | | | | | | | | | | |
| |  |  | | --- | --- | |  | | |  | White British | |  |  | White Irish |  |  | White Gypsy/Roma | |  | |  | White Irish Traveller | |  |  | | | | | | | |  | | | | | |  | White Other | |  |  | Mixed White and Black African |  |  | Mixed White and Asian | |  | |  | Mixed White and Black Caribbean | |  |  | | | | | | | |  | | | | | |  | Other Mixed Heritage | |  |  | Black/ Black British: African |  |  | Black/ Black British: Caribbean | |  | |  | Black/ Black BritishOther | |  |  | | | | | | | |  | | | | | |  | Asian/British Asian: Indian | |  |  | Asian/British Asian: Bangladeshi |  |  | Asian/British Asian: Pakistani | |  | |  | Asian/British Asian: Other | |  |  | | | | | | | |  | | | | | |  | Other (Please specify) | | | |  |  |  |  | |  | |  |  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **21. What is the age range of the majority of the people who will benefit from your project?** | | | | | | | | | | | | | | | | | | | |
| |  |  |  | | --- | --- | --- | |  |  | | |  | Pre-school  (0-4) |  | |  | School age  (5-18) |  |  | Young people  (18-24) |  |  | Older people  (60+) | | | | | | | | | | | | | | | | | | | | |
| **22. Where do the *majority* of people who will benefit from this project live? *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 | | | |  | | | |  |
| **23. What Covid 19 related outcomes do you aim to achieve by the end of the project and how will you measure them? Outcomes for this programme may relate to your organisation or the people you support *(maximum 200 words)*** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **24. What were your organisation’s main achievements in the past 12 months? *(maximum 100 words)*** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **25. How are you working with other local voluntary and statutory services to ensure that Covid 19 support is appropriately targeted and services are delivered efficiently in the best interests of beneficiaries? *(maximum 100 words)*** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **26. How do you involve the people who use your services in your decision making? *(maximum 100 words)*** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **27. How do you aim to achieve diversity in your organisation and in the services you provide? *(maximum 100 words)*** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **28. 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** | | | | | | | | | | | **£** | | | | | **£** | | | |
| **29. 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, particularly local funders, we will work with them where possible to try and ensure a joined up approach which means less work for you.** | | | | | | | | | | | | | | | | | | | |
| **Source (eg Wixamtree Trust)** | | | | | | | | **Amount** | | | | **Status** (e.g. received or applied for) | | | | | | **When will you have a decision?** | |
|  | | | | | | | | **£** | | | |  | | | | | |  | |
|  | | | | | | | | **£** | | | |  | | | | | |  | |
| **30. When will the funded project start and end?** | | | | | | | | | | | | | | | | | | | |
| **Start date** | | | |  | | | | | | **Finish date** | | | | | | |  | | |
| **General and financial information** | | | | | | | | | | | | | | | | | | | |
| **31. Dates of most recent financial year:** | | | | | | | | | | | | | | | | | | | |
| **From (date)** | | | |  | | | | | | **To (date)** | | | | | | |  | | |
| **Total annual income and expenditure in most recent financial year:** | | | | | | | | | | | | | | | | | | | |
| **Income** | | | | **£** | | | | | | **Expenditure** | | | | | | | **£** | | |
| **Reserves** | | | | | | | | | | | | | | | | | | | |
| **Restricted funds** | | | | **£** | | | | | | **Unrestricted funds** | | | | | | | **£** | | |
| **31. Current financial position:** | | | | | | | | | | | | | | | | | | | |
| **For the current financial year are you forecasting a surplus or a deficit? What is the forecast size of the surplus/deficit?** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **Please state your organisation’s current bank balance** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **What are your current reserves?** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **What do you expect your level of reserves to be at the end of your current financial year?** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **32. Which Covid19 related government schemes have you been applied to for financial support e.g. job retention scheme (furlough)?** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **33. Have you adapted your approach to safeguarding as a result of Covid 19?** | | | | | | | | | | | | | | | | | | | |
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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.**  **We will use your data to process your application and to analyse and learn about our grantmaking. We may share your data with other funders to prevent duplication of funding, to align reporting requirements if you have more than one funder for this project, or to help you access other funding.**    **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 |  |
|  |  |  |  |
|  |  | Please provide your most recent 12 month cash flow forecast |  |
|  |  |  |  |
|  |  | Enclosed a copy of your governing document |  |
|  |  |  |  |
|  |  | Enclosed a copy of your equality and diversity policy and procedures |  |
|  |  |  |  |
|  |  | Enclosed a copy of your safeguarding policy and procedures |  |
|  |  |  |  |
| If any of the above are not enclosed please contact us. | | | |

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| Please send the form to: *Community Programmes Office Tel: 01234 369500 Email:* [*grants@harpurtrust.org.uk*](mailto:grants@harpurtrust.org.uk) |