UPP Foundation: Grant Application Form

2019

Guidance

· This form is to be completed in full.

· It is to be used by employees of charities who wish to apply for funding from The UPP Foundation.

· Please note that subsequent to your application being submitted we may ask for additional information, such as a pdf copy of your latest annual review and copy of your latest accounts.

· If a grant is awarded, a Memorandum of Understanding will need to be signed, and an impact assessment form will be required to be submitted at completion of the project

· Please note that the word count is a limit, not a guide to the suggested number of words.

Primary contact details

1. **Contact name:** ....

2. **Role / position:** ....

3. **Contact number:** ....

4. **Email address:** ....

Organisation details

1. **Charity / organisation name:** ....

2. **Registered charity / company number:** ....

3. **Year of establishment:** ....

4. Purpose (100 words)

Please state your organisation's primary purpose.

5. Key services (200 words)

Please explain your key aims and what services you deliver.

6. Turnover

Please state your turnover, as reported in your most recent published accounts.

7. Level of reserves

Where relevant, please state your reserves policy and detail the current level of unrestricted reserves held.

Project details

1. Project description (1000 words):

Please ensure you provide a broad overview of the project and share detail of how this fits within the wider strategic plans and objectives of the charity.

- *What you will be doing and how the project will be run*

- *What are you hoping to achieve*

- *Who will benefit and how*

Continue project description (if needed)

2. **Project duration and timeframes (50 words)**

Please state the proposed duration of the project and outline key timeframes

3. **Project location (50 words)**

Please outline the proposed project location

4. **Project delivery partners (100 words)**

Please summarise any reliance on third party delivery partners or sub-contractors, where applicable.

5. Outputs and outcomes (500 words):

Please provide detail of the projected outcome and potential impact of the project in narrative or bulleted format.

6. **Alignment with The UPP Foundation's themes (200 words):**

Please outline how you project furthers the objectives of The UPP Foundation, as laid out in the grant guidance and criteria.

7. **Project evaluation (250 words)**

Please outline your targets/KPIs for the project and how you will monitor and evaluate progress. Note – if a grant is awarded, a regular reporting structure would be agreed as part of our standard Memorandum of Understanding.

Budget

Note - please attach a project budget in Microsoft Excel format, clearly highlighting planned expenditure against your funding request.

1. Total cost of the project

Please state the total cost of the project.

2. Funding request

Please detail how much funding you are applying for. If you are applying for funding over multiple years please provide a breakdown by year.

3. Funding partners (where applicable)

What percentage of the total project cost are you requesting? Please provide detail of other funding / project partners where applicable.

4. Core costs and overheads

Please state what percentage of the total funding will be spent on core costs and overheads.

Budget

5. Sustainability (200 words)

Please outline how you would plan to sustain the project after any potential funding from the UPP Foundation ends.

Declaration

I confirm that I am authorised to sign this application on behalf of:

.... (the organisation).

I further confirm that all the information given is, to the best of my knowledge, accurate. If the application is successful, I accept that funds can only be spent in accordance with the application and that any deviation may result in repayment of the whole of the grant.

Signed by: ....

Name (please print): ....

Title / position: ....

Date: ....

Please note that you may include a short project plan as an appendix to the application