|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Official Organisation Name** *to whom a grant is payable* |  | | | | | | | | | | | | |
| **Registered Charity Number** (if applicable) |  | | | | | | **Date Formed** | | |  | | | |
| **Addressee & Registered Address** |  | | | | | | | | | | | | |
| **Telephone/Contact Numbers** |  | | | | | | | | | | | | |
| **Email** |  | | | | | | | | | | | | |
| **Website** |  | | | | | | **Social Media** | |  | | | | |
| **Contact Name & Role** |  | | | | | | | | | | | | |
| **State Briefly your Organisation’s Aims and Activities** |  | | | | | | | | | | | | |
| **Have you applied for funding from us in the past?** |  | | | Were you successful?  If so please state the amount and date of your award. | | | |  | | | | | |
| **Grant Amount Requested (please note the maximum you can apply for is £2,500)** |  | | | | | | | | | | | | |
| **Priority Areas** √ *select those most relevant to your funding application* | Supporting local community needs | | | | | | | | |  | | | |
| Supporting marginalised or excluded groups | | | | | | | | |  | | | |
| Adapting services to meet new conditions | | | | | | | | |  | | | |
| Funding to keep services running | | | | | | | | |  | | | |
|  | Other (Please Specify) | | | | | | | | |  | | | |
| **Project Area:** | Merseyside | | Liverpool | | Knowsley | Sefton | | | | St Helens | | Wirral | |
| **√***select the area/s your project operates* |  | |  | |  |  | | | |  | |  | |
| **Your Beneficiaries:** how many people do you aim to reach, and who are they? | | | | | | | | | | | | | |
| **Direct Beneficiaries** |  | | | | | | | | | | | | |
| **Indirect Beneficiaries** |  | | | | | | | | | | | | |
| **When do you need the funding start?** |  | | | | **What duration does it cover?** | | | | | |  | | |
| **Funding Request**  Describe what you need funding for, how the need has arisen, what will be delivered, who will be involved, and what difference do you aim to make? Include details of any lost or withdrawn funding. | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Budget - please provide a breakdown of the total costs of the activity or service you aim to provide** | | | | | | | | | | | | | |
| **Item** | | **Description** | | | | | | | | | | | **Amount** |
| *You may not be asking us to fund everything but include the full costs involved such as equipment, resources, rent/utility costs, training, expenses, salary/volunteer costs etc.* | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | £ |
|  | |  | | | | | | | | | | | £ |
|  | |  | | | | | | | | | | | £ |
|  | |  | | | | | | | | | | | £ |
|  | |  | | | | | | | | | | | £ |
|  | |  | | | | | | | | | | | £ |
|  | |  | | | | | | | | | | | £ |
|  | |  | | | | | | | | | | | £ |
|  | | **Total costs** | | | | | | | | | | | **£** |
|  | | **Amount raised** | | | | | | | | | | | **£** |
|  | | **Amount requested from Big Help Group** | | | | | | | | | | | **£** |
| What are you asking us to fund? | |  | | | | | | | | | | |  |
| Who else are you approaching for funding and for what? | |  | | | | | | | | | | |  |
| Any additional information not covered elsewhere that you wish to give in support of your application? | | | | | | | | | | | | | |
| Do you plan on working with any other organisations to deliver this project or service? If so, please indicate who you will be working with and how the partnership will work. | | | | | | | | | | | | | |

|  |  |  |
| --- | --- | --- |
| **To be compliant with law and practice, does your organisation have the following? If not, please explain why in the additional information section above.** | **Yes** | **No** |
| Public and Employer’s Liability Insurance? |  |  |
| Diversity and Equal Opportunities policy |  |  |
| A risk assessment covering your organisation’s activities? |  |  |
| A policy for staff, volunteers and clients that observes current government regulations on social distancing and self-isolation? |  |  |
| Signed Safeguarding Policy for Children and/or Vulnerable Adults |  |  |

**Text boxes within the above form will expand but do keep your written application to**

**no more than 3 sides of A4. Please returned completed application form via email to** [**Grants@BigHelpGroup.com**](mailto:Grants@BigHelpGroup.com) **or return hard copy to Hope House, 212H Boaler St, L6 6AE**

**Declaration**

**\*Before signing the declaration, please ensure you have completed all the sections in this application form and that you have enclosed all of the documents requested on the checklist below.**

**PLEASE NOTE THE APPLICATION WILL NOT BE ACCEPTED IF THE SUPPORTING DOCUMENTATION IS NOT PROVIDED**

1. **Your organisation’s latest annual accounts or income/expenditure statement for the**

**last 12 months.**

1. **A signed copy of your organisation’s Safeguarding Policy for Children and/or Vulnerable Adults.**
2. **A copy of your organisations latest bank statement.**

**I am an authorised representative of the organisation. To my best knowledge, the information provided in this application form is correct.**

**Signature:**

**Print** **name:**

**Date:**

*Disclaimer: By completing this form, you are acknowledging that we may store the information you have submitted, in both hard copy and electronic form, and that it may be distributed to our trustees and other advisors via electronic, printed, or verbal communications.*

**Guidance**

**Submitting your application:**

* Applications must be made using this application form only and sent by email to the grants team [Grants@BigHelpGroup.com](mailto:Grants@BigHelpGroup.com) or return via hard copy to Hope House, 212H Boaler St, Liverpool, L6 6AE.
* If you want extra guidance before you apply, please telephone the office Monday to Friday 9-4:30 and we will be happy to answer any questions you may have: 0151 482 6089.
* Your application **must not** run to more than three sides of A4 (excludes Declaration & Guidance).
* **You must provide your latest Annual Accounts/Reports, your organisations most recent bank statement and your signed safeguarding policy with your application.** Note: Organisations with a total annual income under the total amount requested, or those with no Audited Accounts, provide your current year’s income and expenditure statement and a copy of your latest bank statement.
* For Organisations registered under two years, attach your Constitution.

**Eligibility**

* Liverpool City Region Based Community Organisations and with an income under £250,000 working in one or more of the six metropolitan boroughs.

**What can the funding be used for?**

* Resources for specific community-based activities
* Supplies for beneficiaries i.e. emergency food, toiletries, household products or other items
* Help with running costs or overheads due to a disruption to existing services.
* Support for salary or volunteer costs to keep a service functioning
* Assistance to deliver a service differently or to reach more people needing help

**How soon can a decision be reached?**

* We aim to review applications on a rolling basis and make decisions quickly, and wherever possible

within four weeks of receipt. Unfortunately, we cannot help every charity that applies to us for funding, even though your work may fall within eligible criteria.

* Once the funding period has closed, we will aim to contact all applicants within one week with a decision.

**Exclusions**

* National charities and local branches of national charities, unless constituted as a federated structure with local autonomy in decision making
* Organisations enjoying widespread public support and recognition
* General charity appeals
* Medical research
* Sponsorship of individuals or events
* Religious and political causes

**Thank You!**

**We look forward to receiving your application.**