Logo, company name

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# **application form**

Thank you for your interest in the Prudence Trust. This form is for organisations who have been invited to apply for funding. Your invitation to apply should include guidance on what and how much to apply for and the deadline for submission.

***This Word form is to aid your planning only.*** Please submit your formal application via our online form using your personalised link. If you do not have this link or need help completing your application, please email [grants@theprudencetrust.org](mailto:grants@theprudencetrust.org)

## PAGE 1

### About your organisation

|  |  |  |
| --- | --- | --- |
| Organisation name |  | |
| Other names your organisation is known by or former names |  | |
| Website |  | |
| **Registration numbers** | | |
| UK Registered Charity |  |
| Charitable Company |  |
| Exempt charity |  |
| Ofsted/Estyn/HMIE/ETI URN |  |
| Address including postcode |  | |
| Name of the head of your organisation |  | |
| Job title |  | |

## PAGE 2

### Organisation overview

|  |
| --- |
| Tell us your aims, what you do, who you help, where you provide your services *(150 words max)* |
|  |

### Financial situation

|  |
| --- |
| We will look at your audited accounts for the past 2 years on the Charity Commission website. If they are not available there, please share a link for where we can find them or upload them. |
|  |
|  |
| List your main sources of funding or income streams *(50 words max)* |
|  |
| Is there anything you want to tell us about your current financial situation or any significant changes that have taken place since your last audited accounts were approved? *(50 words max)* |
|  |

### Safeguarding

|  |
| --- |
| Link to your safeguarding policy (if available online) or upload a copy |
|  |
| Have you reported any safeguarding incidents to the Charity Commission within the past 12 months? If yes, please provide details. *(50 words max)* |
|  |

## Page 3

### Primary contact information

|  |  |
| --- | --- |
| Primary contact name |  |
| Job title |  |
| Email address |  |
| Telephone number |  |

## Page 4

### About your project

|  |  |
| --- | --- |
| Project summary: tell us in simple terms what you need funding for and who it will benefit *(150 words max)* | |
|  | |
| Project timetable: anticipated start date (DD/MM/YYYY) |  |
| Project timetable: anticipated end date (DD/MM/YYYY) |  |
| Project location: in which region(s) will the work be delivered? |  |
| Project location: please provide more detail (e.g. name of centre, London borough, city, etc…) |  |

### Financial details

|  |  |  |
| --- | --- | --- |
| Project cost (£) | |  |
| How much are you seeking from the Prudence Trust (£)? | |  |
| What time period would this funding cover (years, months)? | |  |
| What would this grant pay for? *(150 words max)* | |  |
| How much have you already raised (£)? | |  |
| Who did you raise this from? *(150 words max)* | |  |
| If there is a balance remaining after a Prudence Trust grant, how do you plan to cover this? *(150 words max)* |  | |

## page 5

### Case for support

Your application form should be accompanied by a 2-3 page document that articulates the following information as clearly and concisely as possible. This is the document that will be reviewed by our trustees, so please ensure it stands alone from the application form and use this opportunity to inject some personality into your application! Upload your case for support as a Word document or pdf.

1. **Background to organisation**

* What your organisation does, where you provide your services and who your beneficiaries are
* Key successes within the past 3 years

1. **Project description**

* Aim of the project and what you need funding for
* Who and how many people will benefit
* Where the work will take place
* How you know your project is needed
* Your experience of running a project like this

1. **Outputs and outcomes**

* Planned outputs and anticipated outcomes
* What success looks like

1. **Evaluation**

* How you will evaluate your work, including what data you will collect to support this
* How any learning will be shared with or benefit the wider community

1. **Risks**

* List the top 3 risks that could impact on your ability to deliver the project and how you plan to mitigate these risks

1. **Images (optional)**

* 1-2 images or a link to a video about your organisation or work

### Next steps

**Meeting or visit:** We will arrange a mutually convenient time for a meeting or visit so that we can learn more about your organisation and discuss your funding needs in more detail. This meeting is likely to involve at least one of our trustees. We may request additional information after the meeting.

**Funding decision:** all funding applications are reviewed by our trustees. We will let you know when to expect a decision.