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**Goldsmiths’ Centre Small Grant Funding Programme Application Form**

This application form has FIVE sections to complete, together with a checklist of supporting documents to include. Please refer to the Goldsmiths’ Centre Small Grant Funding Programme Guidelines and Goldsmiths’ Centre Terms for Small Grant Giving documents before completing this Application Form.

**Section One: Application Summary**

|  |  |  |
| --- | --- | --- |
| Name of your organisation: |  | |
| Project title: |  | |
| Project summary: | | |
| *Please summarise your project here including the core activities in no more than 500 words.…* | | |
|  | | |
| Is this your first grant application to the Goldsmiths’ Centre? | |  |
| How did you hear about our grant programme? | |  |

**Section Two: Your Organisation**

|  |  |
| --- | --- |
| 1. Address of your organisation: |  |
| 1. Address of the project, if different: |  |
| 1. Contact name for the project: |  |
| 1. Job Title or Position: |  |
| 1. Telephone number: |  |
| 1. E-mail address: |  |
| 1. Web address: |  |
| 1. Describe your organisation’s main purpose and regular activities, including: | |
| * 1. The purpose and aims of your organisation   2. Are you part of a larger organisation?   3. How many paid staff and volunteers work for your organisation?   4. Your organisation’s regular activities and how they are funded   5. Does your organisation work in collaboration with any other partners? | |
| *Describe your organisation here…* | |
|  | |
| 1. Please describe your organisation’s experience of delivering similar projects below, if applicable: | |
| *Examples of previous experience to be detailed here…* | |

|  |  |
| --- | --- |
| 1. Please provide the following information, if applicable: | |
| * 1. Limited Company or Community Interest Company Number: |  |
| * 1. Registered Charity in England, Scotland or Wales Registration Number: |  |
| * 1. Charity recognised by HM Revenue and Customs in Northern Ireland Reference Number: |  |
| * 1. VAT Registration Number: |  |

**Section Three: Your Project**

|  |  |
| --- | --- |
| * + 1. Which Goldsmiths’ Centre charitable purpose does your project meet (*Refer to Guidelines*): |  |
| * + 1. Is this a pilot project? | Yes / No |
| * + 1. Please tell us your expected project timeline: | Expected Start Date: (MM/YY) |
|  | Expected End Date: (MM/YY) |
|  |  |
| * + 1. What outcomes will your project achieve? Please provide further clarification about how the project outcomes are aligned with the Goldsmiths’ Centre charitable purpose. | |
| *Please state the key outcomes of your project and the specific public or community benefit. Please provide further clarification here about how the project is aligned with the Goldsmiths’ Centre’s charitable purpose.* | |
|  | |
| * + 1. Please describe your target audience: | |
| *Please describe the key beneficiaries of your project, the number of people who will benefit and the level of impact anticipated* | |
|  | |
| * + 1. Please describe how your project promotes a collaborative approach that includes the work of  the Goldsmiths’ Centre, either directly or indirectly, through access to its resources and expertise: | |
| *Please give an overview of ways the resources and expertise of the Goldsmiths’ Centre could be utilised through your project* | |
|  | |
| * + 1. Are you applying to other sources of funding? Please describe if you anticipate if this application will result in match funding from other sources: | |
| *Please provide an overview of your funding approach in this section. Full costs breakdown will be provided in Section Four.* | |
|  | |
| * + 1. How do you intend to manage, monitor and evaluate the outcomes of your project and impact upon beneficiaries’ following the projects closure? | |
| *Please describe the key monitoring and evaluation methods and processes you will follow to achieve these goals.* | |
|  | |
| * + 1. Please describe how you will share your project outcomes: | |
| *Please state what the people involved in your project will do or produce in order to share your project outcomes.* | |

**Section Four: Project Costs**

Please provide a breakdown of costings for the project (including VAT):

|  |  |  |
| --- | --- | --- |
| **Cost heading** | **Description** | **Cost (£)** |
| Salaries |  |  |
| Equipment and materials |  |  |
| Training for staff |  |  |
| Training for volunteers |  |  |
| Recruitment costs |  |  |
| Venue hire |  |  |
| Digital outputs |  |  |
| Cost of producing learning materials |  |  |
| Publicity and promotion |  |  |
| Contingency |  |  |
| Travel and subsistence expenses |  |  |
| Other costs (please specify) |  |  |
| **Total project costs** |  |  |

The Centre is keen to ensure that projected costs for collaborative activities are realistic, in order that the aims and objectives are achievable, whilst also demonstrating value for money. Please ensure that your costing projections reflect this.

**Section Five: Project Income**

Please provide a breakdown of your expected project income (including VAT). This should include secured funding as well as any outstanding funding applications for your project (including the Goldsmiths’ Centre):

|  |  |  |  |
| --- | --- | --- | --- |
| **Income type** | **Description** | **Value (£)** | **Secured/Outstanding** |
| Goldsmiths’ Centre |  |  |  |
| Government / Local Authority |  |  |  |
| National Lottery / Community Fund |  |  |  |
| Corporate Donations |  |  |  |
| Trusts and Foundations |  |  |  |
| Fundraising |  |  |  |
| Fees, rents, sales and charges |  |  |  |
| Loans |  |  |  |
| Your own resources |  |  |  |
| Other (please specify) |  |  |  |
| **Total received to date** |  |  |  |
| **Total shortfall** |  |  |  |

Please provide a breakdown of any volunteer time or non-cash contributions that you expect to receive to help you implement the project:

|  |  |
| --- | --- |
| **Description of non-cash contribution** | **Estimated value (£)** |
|  |  |
|  |  |
|  |  |
| **Total value** |  |

**Section Six: Declaration**

1. **Terms of the grant**

You must read the Goldsmiths’ Centre Terms for Small Grant Giving attached to this form. By completing this Declaration, you are confirming that your organisation accepts these terms.

1. **Freedom of Information and Data Protection**

By signing below, I am agreeing that this application form, and the supporting information I provide, can be used by the Goldsmiths’ Centre and Company for the following purposes:

* To decide whether my application should be awarded a grant;
* To provide copies to other individuals or organisations who are assisting in the assessment, monitoring and evaluation process for grants;
* To share information with organisations and individuals with a legitimate interest in grants of specific funding programmes;
* To be held in an electronic database and used for administration and statistical purposes and Company-related matters.

By signing below, I further confirm that I agree with the following statements:

* That the organisation named on this application has given me the authority to complete this application on its behalf.
* That the activity in the application falls within the purposes and legal powers of the organisation.
* That the organisation has the power to accept and pay back the grant if necessary, as outlined in the standard terms of grant giving.
* That, if the organisation receives a grant, it will keep to the standard terms of the grant, and any further terms or conditions set out in the grant notification letter, or in any contract prepared specifically for the project.
* That, as far as I know, the information in this application is true and correct.

If I am offered a grant I confirm that I am content;

* For the Goldsmiths’ Centre and Goldsmiths’ Company to publish information about your organisation relating to the activity we have funded, including the amount of the grant, and for this information to appear in the Centre and/or Company’s press releases, print and online publications.
* To support the work of the Goldsmiths’ Centre and Goldsmiths’ Company by contributing (when asked) to publicity activities during the period of the grant and by participating in activities to promote best practice. I agree that other grantees may be put in contact with me for this purpose.

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Organisation |  |
| Signature |  |
| Date |  |

**Section Seven: Supporting Documents**

Please ensure that you provide the following documents:

* Application Form
* Annual Report and Audited Accounts (most recent)
* Copies of your organisation’s constitution or Memorandum & Articles
* The details of TWO independent referees we may contact for a reference:

|  |  |  |
| --- | --- | --- |
| **Referee Name** |  |  |
| **Address** |  |  |
| **Job title** |  |  |
| **Telephone Numbers** |  |  |
| **Email Address** |  |  |

**Please return this form and additional information required as shown in the guidelines to**

**Maggie Connolly:** [maggie.connolly@goldsmiths-centre.org](mailto:maggie.connolly@goldsmiths-centre.org)

We may contact you from time to time to keep you informed about the work of the Goldsmiths’ Centre.

Tick this box if you do not wish to be kept informed of our work.