

FUNDING APPLICATION FORM

Before filling in this form, please read our grant guidelines. Note that applications submitted outside of the published Opening Dates will not be accepted. We aim to process applications quickly but note that it may take up to 10 weeks to receive a decision. Please ensure all submitted text fits within the fields provided.

1. About your organisation:

Name organisation is known by:

Full registered name of organisation if different:

Address:

Contact (Title/First Name/Surname):

Position in organisation:

Email:

Telephone:

Website:

Charity registration number:

Year of registration:

If not a registered charity, describe the structure of your organisation:

Describe the Purpose / Object / Objectives of your organisation:

Character limit: 150

Character limit: 400

*Note: Your **core purpose must be** related to providing opportunities to practise and/or enjoy the Arts as per our criteria.*

Does your organisation have a bank account in its own name? Yes No

*You **must** have a bank account in the name of the organisation*

Do your activities involve 'regulated work' with children, young people under 18 or vulnerable adults aged 16 and above? Yes No

*Note: If yes, **you must provide a copy of your Protection and/or Safeguarding Policy** – see our website for details of what we look for.*

Does your organisation have a Constitution in its own name? Yes No

*Note: If you are not a Registered Charity / SCIO **you must supply this** with your application.*

2. Financial Information:

For your last full financial year, provide:

Total annual income

Total annual expenditure:

Total restricted funds

Total unrestricted funds:

Does your organisation have a Reserves Policy? Yes No

Please summarise it here, or explain why you do not have a policy:

Character limit: 400

We may ask to see this.

3. Application information:

How much are you asking TWSF for (up to £4000)?

Use the box below to provide details of the work of your organisation. We would like to know about what work you do, what services/activities are available, how are they delivered, numbers of staff and volunteers, how are you funded, who benefits from your work and how does this make a difference or positive impact in your community.

You are welcome to provide links to online videos or attach video files to your application.

4. Supporting Documents:

You must provide:

- The most recent independently examined/audited Accounts showing your organisation's income & expenditure covering a 12-month period, plus a statement of Funds at the end of that period.
- A copy of your Child Protection and/or Vulnerable Adults Safeguarding Policy if the organisation carries out 'regulated work' with children, young people under 18 or vulnerable adults aged 16 and above.
- A copy of your Constitution or other governing document (if you are not a Registered Charity).

5. Where did you hear about us?

6. Declaration

By submitting this form I confirm that:

- "All the information included with this application is correct;

- I am authorised to apply to The William Syson Foundation on behalf of my organisation for support for our activity;

- I have read and understood the the guidance presented on the Small Grants Fund webpage, and the requirements set out in the **Terms and Conditions**, and I am authorised to commit my organisation in this way".

Name:

Date of Submission:

D D M M Y Y

7. What to do now

Save this form to your computer, then attach it to an email with your supporting documentation and send to apply@williamsysonfoundation.org.uk. **Ensure all the required documents are attached.**

You will receive an email acknowledging receipt of your application. If this does not arrive please check your Junk folder.