

GRANT APPLICATION FORM

(Updated May, 2018)

PLEASE SUBMIT BOTH AN ELECTRONIC AND A HARD COPY OF YOUR APPLICATION

PLEASE READ THE ACCOMPANYING NOTES FOR APPLICANTS AND COMPLETE FULLY ALL RELEVANT SECTIONS.

PLEASE NOTE, WE DO NOT ACCEPT HAND-WRITTEN APPLICATIONS.

WE HAVE NO SPECIFIC DEADLINES FOR THE RECEIPT OF APPLICATIONS.

Please continue information on additional sheets, if necessary

1	<p>Name of specific organisation making this application (to whom any grant awarded will be made payable):</p> <p>Address:</p> <p>Name and status of person making this application:</p> <p>Are you a fully inclusive Equal Opportunities organisation with regard to your staff, volunteers and client/user group?</p>	(B-HF use only)
2	Telephone, Email and Website (where applicable):	
3	Charity Number, if registered:	
4	<p>Total cost and details of the project, equipment, or service for which you are applying:</p> <p>Total cost of project: £</p> <p>Details: (In a <u>few</u> words, please give a <u>very</u> brief summary)</p>	Amount requested: £

5	<p>(Further details are requested in Section 6)</p> <p>Please give brief details of your organisation's objectives:</p>	
6	<p>Please give details in this space of the specific provision or project for which you seek funding, with a budget breakdown:</p>	

7	What amount have you raised so far towards your project costs?
8	Have you received a grant from the Boshier-Hinton Foundation before? If so, please give date(s).
9	Is this a phased project?
10	Timescale of project:
11	How many people will benefit from this project?
12	If this is an ongoing project, how is it to be staffed and financed in the future?
13	Are you seeking other financial support? If so, from whom?
14	Where did you hear about the Boshier-Hinton Foundation?
15	If a grant were awarded, when would you hope to receive it? If a grant is awarded, we would expect a brief report on its use after six months

16	<p>Are you likely to request further funds from the Boshier-Hinton Foundation? <i>(Please see attached 'Notes for Applicants')</i>.</p>
17	<p>Please initial to confirm which of these policies or requirements you have in place. We may request copies:</p> <p>DBS checks: _____ Heath & Safety: _____</p> <p>Vulnerable Persons: _____ Equal Opportunities*: _____</p> <p>*Please supply a copy.</p>
18	<p>I agree that any appreciative statements made by us on receipt of a grant or pledge may be quoted by the Foundation for publicity purpose.</p> <p>Please circle Yes or No.</p> <p style="text-align: center;">YES NO</p>
19	<p>Signed (on behalf of the applying organisation):</p> <p>Date:</p> <p>PLEASE BE SURE TO SUBMIT BOTH AN ELECTRONIC AND A HARD COPY OF YOUR APPLICATION FORM</p>

HAVE YOU SIGNED AND DATED THIS FORM?

- The completed application form should be returned, together with any supportive documents, to:

*Dr Peter Boshier, Trustee, Secretary & Treasurer
 Boshier-Hinton Foundation
 Whitegates, 32 Lower Street, Horning, Norfolk, NR12 8A*

Notes for applicants:

□ Objects of the Boshier-Hinton Foundation:

- **To provide relief for children and adults with special educational or other needs, and their families, in any part of the country.**
- **To make donations to institutions providing services, facilities or advocacy for children or adults with special educational or other needs.**
- **To make donations to other registered Charitable Trusts.**
- **To make donations to local community charities or other agencies in any part of the country whose objects are no wider than the charity's own, or to any charity for use for particular purposes, which fall within this charity's objects.**

- 1 We do not accept hand-written applications.
- 2 Retrospective grants are not awarded, nor are grants for capital projects, core costs, salaries or where statutory funding is applicable.
- 3 The Foundation would not normally make repeat grants within a period of less than two years.
- 4 We do not have deadlines for the receipt of applications
- 5 Applicants should not assume that submission of this form implies that a grant will be awarded. In order to reduce costs, we regret that if you do not hear from us within 3 months you should assume that your application has not been successful.
- 6 Applicants should include with this form a copy of their most recent balance sheet or audited accounts, showing funds received from all sources, unless all this information is on their website.
- 7 The Foundation awards grants only to proven equal opportunities, bona fide applicants, and grants will be made on the basis of information received by us, to be used for the stated purpose.
- 8 Requests to support projects which are innovative and developmental, are particularly welcomed.
- 9 The Boshier-Hinton Foundation annually receives many more applications than it has funds to support. Even if a request complies with the Trust's policy priorities and Objects, it may not be possible to make a grant.
- 10 Typical grants may be up to approximately £2,000.00.
- 11 Pledges, where given, are valid initially for 6 months. At this point we require a report on the applicant's fund-raising progress, and the pledge may be extended for a further six months. If no report is received the pledge becomes void.
- 12 The Foundation looks favourably on projects undertaken in partnership with other funding contributors, although grants of 100% are considered.
- 13 The Foundation attaches much importance to the assessment and dissemination of the results of work it has funded, so that others might benefit.
- 14 All organisations that are awarded a grant must confirm that they have in place Health and Safety, Vulnerable Persons, DBS, and Equal Opportunities policies, as appropriate.
- 15 General Data Protection Regulation. Almost all data received and held by the Foundation relate to and are received from other registered charities, and are therefore in the public domain. As the charity does not make personal grants, in the very few cases where personal data are sent to us this information is destroyed immediately. No data are passed to other organisations unless permission has first been obtained, and this would be in a very few cases when assisting an applicant to obtain further information to assist them with fund-raising endeavours.



The
BOSHIER-HINTON
Foundation



**13 years of
Grant-making**

A GRANT MAKING TRUST

Whitegates, 32 Lower Street, Horning, Norfolk, NR12 8AA

Tel: 01692 630695

Email: boshierhinton@yahoo.co.uk

www.boshierhintonfoundation.org.uk

Why a grant application may be declined.

To assist applicants, the following list provides reasons from our experience why a grant application may be declined.

- The application is to fund something that is not within the Foundation's Objects
- The applicant has not submitted both a hard and an electronic copy of their application, as requested on the form, or the form is not signed or dated.
- It is evident that the applicant has not read the Notes for Applicants that accompany our grant application form
- The application has been received from a previous recipient of a grant within our stated two-year restricted period
- The request by letter or email is from a previous recipient of a grant, who will be aware that we use a grant application form, but who has not sent one nor asked for one.
- The application is for core costs, a capital project, salaries or is covered by statutory funding
- The application is hand-written or illegible
- The application shows no evidence of planned sustainability
- The applicant shows no evidence that the required policies are in place
- The application is vague, non-specific, incomplete, inadequate or unconvincing
- Following receipt of an application form the applicant has not responded within a reasonable time to our enquiries for clarification, or request for additional information
- We may not have received the application if it was sent to the wrong address or if the postage was underpaid – it is best to check both possibilities
- If a grant is awarded in one year it should not be assumed that further grants will be made thereafter