

## Grant Application Questions and Guidance

Please note this is **NOT** the online application form, please use this guidance prior to filling out the online application form.

Please read the questions carefully. We recommend that you prepare your answers before beginning the online application form process and that you double check all financial figures to ensure they are accurate.

### **Organisation Details**

- A1** Organisation name
- A2** Organisation's full address
- A3** Please confirm that you are a registered charity
- A4** Enter your charity number
- A5** Year established
- A6** Website address
- A7** Please enter your contact name in this order – Title, First name, Last name
- A8** Post held in organisation
- A9** Email address *(we will only use this for communication with you regarding your application)*
- A10** Daytime telephone number including dialling code

### **Funding Request**

- B1** Select the category from the drop-down menu which best describes the work of your Organisation *(Migrants and Refugees, Criminal Justice and Penal Reform and Human Rights)*
- B2** Select the geographical area in which your work takes place *(Scotland, Northern Ireland, Wales, North East, North West, Yorkshire, West Midlands, East Midlands, South West, South East of England and Greater London)*
- B3** Amount requested
- B4** Summarise your work or your project in no more than 15 words. *(You will have the opportunity to submit a longer document giving an overview of your work later. Please give brief details of the aspect of your work for which you are requesting funding here. Please note that this may be included in open data published about your project if a grant is awarded).*

*Note: Where your work falls within AB Charitable Trusts' priorities, AB Charitable Trust are happy for funding to be unrestricted/ towards core costs, so please don't create a project for the sake of this application, but feel free to put forward a project if preferred.*

## **Financial Information**

Please complete the next set of questions below taking the figures as applicable from your latest accounts/certified statements, signed by the auditors/independent examiners.

- C1** What is the date of your latest audited accounts? *(DD/MM/YY)*
- C2** Income *(what were the total income resources as shown in your last set of accounts?)*
- C3** Expenditure *(what were the total resources expended as shown in your last set of accounts?)*
- C4** Number of employees *(please give full time equivalent)*
- C5** Number of volunteers
- C6** Number of Trustees
- C7** What is the average salary of your employees *(the cost of salaries excluding Employer's National Insurance/Social Security costs, divided by the number of full-time equivalent employees)*
- C8** Please enter the top salary band for your organisation *(e.g. £XX,000 - £XX,000)*
- C9** Funding from government/local authority *(How much, if any, did you receive from government sources (local/ central government grants or contracts, including Legal Aid Agency funding) as shown in your last set of accounts?)*
- C10** Other funders *(please provide the names of up to five of your main non-government funders e.g. trusts and foundations)*
- C11** If you would like to give us any additional information, please use this box

## **Supporting Documents**

Please attach the following financial documents in order to complete your application.

- D1** Please attach your latest certified accounts.  
*Note: We require these to be signed by the Trustees and by the auditor/independent examiner.*
- D2** Please attach draft accounts/final figures (including total income, expenditure and surplus/deficit) for your most recent financial year if you do not have signed accounts available.
- D3** Please attach the forecasted/projected income, expenditure and surplus/deficit for the current financial year
- D4** If your financial year is ending within the next 4 months, please also provide projections for the following financial year
- D5** **Please provide an overview of your work/funding proposal**  
*Note: using a maximum of two sides of A4 - and including, for example, background, aims and objectives, activities and achievements. The summary should be in Microsoft Word format. If you are requesting project funding, please ensure you include a budget within this document to break down the total cost of the project this funding would contribute towards.*
- D6** Please attach your safeguarding policy
- D7** Please attach your constitution or governing document

**You may also submit up to two items of publicity material that illustrate the work of your charity, such as annual reviews or leaflets:**

**D8**     Item 1

**D9**     Item 2

### **360 Giving Statement**

*The AB Charitable Trust is proud to be working with [360Giving](#) to help us to share information about our grantmaking. If we offer you a grant, we will publish as open data information relating to the grant (e.g. the amount, the date awarded and the activity it was for) and your organisation (e.g. name, website, postcode and charity number).*

### **General Data Protection Regulation (GDPR)**

*The personal data collected from this application form is necessary in order to process and review your grant application, and in order to contact grantholders about information relating to their grant and their relationship with the Trust. We will not sell or otherwise pass personal data to third parties (except as may be required by law or regulation, or directly in connection with the application or grant). For any further information, please contact the Trust on [mail@abcharitabletrust.org.uk](mailto:mail@abcharitabletrust.org.uk)*