

Grant Application Guidance Notes



Please read these notes carefully before completing your application. Following the guidelines below will help ensure your application is complete and correctly formatted, increasing the likelihood of it being processed efficiently.

General Guidelines

1. Before starting the form, review these notes thoroughly. Assume the panel knows nothing about your organisation or the community it serves. Make sure your answers are detailed enough to provide full context and explanation.
2. Be sure to submit all the necessary supporting documents as outlined in the form. Without these, your application cannot be processed.
3. Provide clear, concise, and accurate information in each section. Use straightforward language to explain your project and its importance.

Section-by-Section Guidelines

PART 1: Your Details

This section asks for the full name, position, contact number, and email address of the person completing the form. Make sure this information is accurate, as it will be used for any follow-up communication.

PART 2: Your Organisation

Organisation Story: Provide a clear narrative about your organisation, including its aims and objectives, the services or activities it offers, and who benefits from these services. Mention the demographic served, how often services are provided, and where they are delivered.

Participation Numbers: If your organisation runs multiple activities or services, give approximate numbers of people participating in each.

Type of Organisation: Choose the appropriate legal structure for your organisation and provide the relevant registration number, if applicable.

Organisational Structure: Fill in details about your full-time and part-time staff (both paid and volunteer) and management committee.

Income Generation: Detail how your organisation generates income, whether through fundraising, grants, membership fees, or donations. If your organisation relies on grants, specify the percentage of income that grants cover.

PART 3: Your Project

Project Details: This is a critical section where you describe the project for which you are seeking

funding. Provide specific details about how you intend to use the grant. Describe the project's goals and activities in a way that is easy to understand, even for someone unfamiliar with your organisation.

Charitable Purpose: Please explain the charitable purpose of your project. Please refer to the Bradbury Foundation Grant Making Policy to ensure your charitable purpose aligns with the objects and area of focus.

Local Need: Explain why the project is necessary in your community. Support your explanation with evidence where possible, such as local statistics or testimonials.

Project Timescale: Clearly indicate when the project will start and finish. Be realistic about your timelines to ensure your project is achievable within the stated period.

PART 4: Project Outcomes/Beneficiaries

Beneficiary Communities: List the towns, villages, or specific communities that will benefit from your project.

Number of Beneficiaries: Estimate the number of people who will benefit from the project. Provide both direct and indirect beneficiary numbers if possible.

Measuring Success: Explain how you will evaluate whether your project has been successful. This might include participant feedback, measurable outcomes, or ongoing monitoring. You should also consider the long-term impact of the project.



Sustainability: If the project is ongoing, outline how it will be funded and delivered in the future. Mention any plans for sustainability beyond this particular grant.

Charging: Please do let us know whether you will be charging people who will benefit from the project.

PART 5: Finance/Project Costs

- **Funding Request:** Specify the amount you are applying for.
- **Additional Funding:** If other sources of funding will contribute to the project, explain where these funds will come from. If you've received grants from other organisations in the past two years, provide the details of the funder, the reason for the grant, and the amount received.
- **Bank Details:** Ensure your organisation has a bank account in its name. Provide the necessary details, including the number of signatories, to avoid any delays in processing if your grant is approved.

PART 6: Supporting Documents

Include all required supporting documents as specified.

These typically include:

- The most recent set of annual accounts (or six months' worth of bank statements if the organisation is under a year old).
- A recent bank statement for all accounts held in your organisation's name.
- Governing documents, such as your organisation's constitution or set of rules.
- A list of your management committee or trustees, including names, addresses, and roles.
- Quotes/estimates for any work or project costs.

Failure to include these documents could result in delays or your application being declined.

PART 7: Conditions of Grant

Read Carefully: Before signing the application, ensure that you have thoroughly read and understood the conditions of the grant. These conditions include how the grant must be used and the reporting requirements you must meet if successful.

Final Submission Checklist

Section		Tick when complete
Completed Form	Make sure all sections of the form are fully completed	
Supporting Documents	Ensure you've included all the necessary documents listed in Part 6 of the application	
Signatures	Confirm that the form is signed by an authorised person from your organisation	

Once complete, submit your application and all supporting documents via email to hello@thebradburyfoundation.org or post them to:

The Bradbury Foundation

c/o Forrester Boyd Chartered Accountants
26 South St. Mary's Gate
Grimsby
N E Lincolnshire
DN31 1LW

Following these guidelines will help you submit a strong and complete application to The Bradbury Foundation. If you have any questions or require additional information, please refer to the foundation's website or contact the Foundation directly using the above details.

www.thebradburyfoundation.org
hello@thebradburyfoundation.org