



Garfield Weston  
FOUNDATION

# Postal Application & Checklist



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## Postal Application Checklist

To submit a funding application through the post to the Foundation, please ensure you have completed the following:

- 1** Check that you are eligible to apply for funding and read our guidelines thoroughly. Please refer to our website - [www.garfieldweston.org](http://www.garfieldweston.org)
- 2** Write your funding proposal - this should be a maximum of 10 sides of A4 including your budget and fundraising plan. We require all your information to be within this one document - we cannot accept appendices.
- 3** Print your funding proposal.
- 4** Ensure you have printed out a copy of your organisation's latest audited accounts. If you are not required to create audited accounts, please provide management accounts and a copy of your organisation's latest bank statement.
- 5** If you are applying from a church or place of worship, please ensure you have printed out a picture of the exterior of the building.
- 6** Print out and complete the below Application Information document (see next page).
- 7** Send your funding proposal, accounts, church picture (if relevant) and Application Information form in an envelope to the following address:

Garfield Weston Foundation  
Weston Centre  
10 Grosvenor Street  
London  
W1K 4QY

We will send a letter of acknowledgement within 4 weeks of receiving your proposal. If after 4 weeks you have not heard from us, please contact us.



## Application Information Form

Please complete this form in CAPITAL LETTERS and return it with your funding proposal, accounts and picture of church (if relevant) to:

Garfield Weston Foundation  
Weston Centre  
10 Grosvenor Street  
London  
W1K 4QY

### Name of organisation

.....

### Grant cheque payable to (if different from above)

.....

### Charity registration number

.....

### Project name

(or whether application is for core costs/unrestricted grant)

.....

### Addressee

Title

.....

First name

.....

Surname

.....

Job title

.....

### Address

.....

.....

Postcode

.....

Telephone number

.....

E-mail address

.....

**Category of organisation** (Please tick **one** only. Don't worry if your charity could be described in more than one category as it has no bearing on how likely your project is to be funded.)

Arts

Community

Education

Environment

Faith

Health

Museums & Heritage

Welfare

Youth

Other

### Have you applied for a grant from the Garfield Weston Foundation before?

Yes  No  (please tick as appropriate)

The HMRC requires you to confirm your organisation's tax residence status. If it is based in the UK please tick 'yes' even if you do not pay tax.

Yes  No



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## Data protection

In submitting this form you are confirming you have the written agreement and permission of any individuals identified in your application to pass their personal information to the Garfield Weston Foundation, who will hold and process their personal data in accordance with all current data protection legislation.

We will use this information only for the purposes of assessing your application, managing or monitoring any grant awarded, related administration or research purposes, and for sharing relevant information to other funding organisations to use in their own assessment of applications and managing or monitoring of grants awarded. Data may be retained for up to 6 years, in accordance with our data retention policies, after which time it will be destroyed.

We wish to take good care of personal data, and only process personal data necessary for our purposes. For this reason we strongly advise that you do not provide details of named or identifiable individuals (e.g. their job title, connection to your organisation, physical attributes or other description etc) either in details of beneficiaries aided, in case studies provided, or in any other information. Should you have particular reasons why such information should be provided to us, please contact us before sending us the information.

You can find more information on our privacy policy on our website [www.garfieldweston.org](http://www.garfieldweston.org)

The Garfield Weston Foundation may wish to contact you from time to time via post, email or call in relation to another opportunity which might benefit you or your organisation, (Such opportunities might include but are not limited to a new grants scheme, Weston Charity Awards or other relevant events) please select yes or no below if you would be happy for us to contact you under these circumstances.

Please note we will not contact you with junk mail/spam, we will only contact you where we feel there is a legitimate interest to you or your organisation. You are also welcome to contact the Foundation at any time and retract permissions to contact you. Should you select not to be contacted then you and your organisation may miss out on a potential funding opportunity you might otherwise be eligible for. Please note selecting no will not affect the decision of this application.

Yes  No  (please tick as appropriate)