



Garfield Weston
FOUNDATION

Postal Application & Checklist





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
- 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.
- 5 We will require a copy of your organisation's latest bank statement (i.e. issued within the last three months). The bank statement should clearly show the account name, sort code and account number (please note this should be the SAME account details you include in your application form).
- 6 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.
- 7 Print out and complete the application form (see next page).

- 8 Send your funding proposal, bank statement, accounts, picture of church (if relevant) and application form to the following address:

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

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



Application form

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

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

Name of organisation

Bank Details

Account name

Account number

Sort code

Building society roll number

Charity registration number

Project name

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

Addressee

Title

First name

Surname

Job title

Contact address

Postcode

Telephone number

E-mail address

Organisation Address

Postcode

Category of organisation

(Please select **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

Health

Community

Museums & Heritage

Education

Welfare

Environment

Youth

Faith

Other

By ticking this box, the authorised signatory is confirming that the details provided in this form and on the bank statement are true and accurate. The authorising person must have authority for the organisation at the level of Chief Executive, Financial Director, Treasurer or similar.

Full name

(Authorised Signatory)

Job title

Signature

Date

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



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

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 below if you would be happy for us to contact you under these circumstances, or No if you prefer not to be contacted.

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)

Safeguarding Policy

Does your organisation work with vulnerable people? If so, please tick to confirm that you have appropriate safeguarding policies in place and can provide copies if requested

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

Yes No (please tick as appropriate)