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 place of worship, please ensure you have printed out a photo 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, photo of place of worship (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 to us, together with your funding proposal, bank statement, accounts, and a photo of your place of worship (if relevant).

Name of organisation

Bank Details
Account name

Account number
Sort code
Building society roll number (if relevant)

Charity registration number
(if you have exempt or accepted charity status then provide your organisation’s post code here instead)

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
Website

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

Contact permission

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)
**Diversity, equity and inclusion**

The Garfield Weston Foundation aims to ensure that its funding reaches people in need and supports a broad range of issues that affect society. Evaluating our impact is one of the ways we can do this, just as the charities we support measure their own impact. We therefore ask our applicants to supply basic demographic information about their beneficiaries and their Board. This helps us to better understand the communities we are and are not reaching and identify any changes we need to make to ensure we are meeting need. Please be assured that this information is solely for our own evaluation and has no bearing on whether or not the Trustees of the Foundation are able to support your organisation.

**Beneficiaries**
Approximately how many people will benefit from the work or project you are applying for? ___________

Which local authority does the majority of your organisation’s work take place in?

**Who does your organisation help**

- [ ] General population
- [ ] Specific community

If you have ticked ‘specific community’, which of the following groups are the focus of this application:

- [ ] BAME*
- [ ] LGBTQ+
- [ ] Elderly 65+
- [ ] Disabled
- [ ] Youth (under 18s)
- [ ] Other (please describe)

*We acknowledge this term is far from perfect and are following conversations closely in the sector. We want to understand if marginalised racial groups are the focus of your work.

**Ethnicity**

Using the UK Government’s census descriptions, please tell us which population groups are most likely to benefit from your work:

- [ ] Asian
- [ ] Black
- [ ] Mixed ethnicity
- [ ] White British
- [ ] White gypsies or travellers
- [ ] Other white
- [ ] Other (please describe)

**Governance**

If your organisation works with a very specific community, what % of your Board represents the people you serve? ___________

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www.garfieldweston.org