



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 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.)

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> Arts | <input type="checkbox"/> Health |
| <input type="checkbox"/> Community | <input type="checkbox"/> Museums & Heritage |
| <input type="checkbox"/> Education | <input type="checkbox"/> Welfare |
| <input type="checkbox"/> Environment | <input type="checkbox"/> Youth |
| <input type="checkbox"/> Faith | <input type="checkbox"/> 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





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)
.....
.....
.....

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? %

* 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.

