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, covering letter, 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 an acknowledgement email 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**

**Charity registration number**

If you have exempt or excepted status then provide your organisation’s post code here instead.

**Type of funding**

Please indicate what type of funding your request is for.

Unrestricted/core costs  Project  Capital project

If you have ticked Project or Capital project please fill in your project title and anticipated start and end date for the work you are applying for.

**Project title**

Start date / /  End date / /

**Category of request**

Please choose the category that best reflects the area of work in which you are applying to us for funding. Please make only one choice and note that this has no bearing on whether your work will be funded or not.

- Arts
- Community
- Education
- Environment
- Faith
- Health
- Museums & Heritage
- Welfare
- Youth
- Other

**Geographic Area**

Please tell us the region where the majority of your work takes place.

- East Midlands
- Eastern
- London
- National
- Non UK
- North East
- North West
- Northern Ireland
- Scotland
- South East
- South West
- Wales
- West Midlands
- Yorkshire and the Humber
Your contact details
Title ..............................................................................................................
Surname ...........................................................................................................
Job title ..........................................................................................................  

Contact address ................................................................................................
..........................................................................................................................
Postcode ............................................................................................................
Telephone number ...........................................................................................
E-mail address .................................................................................................

Organisation address .........................................................................................
..........................................................................................................................
Postcode ............................................................................................................
Website ..............................................................................................................

Bank details
Account name ...................................................................................................

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

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

Application checklist
Application form
Diversity, equity and inclusion
Data protection
Contact permission
Safeguarding policy
Have you applied for a grant from the Garfield Weston Foundation before?
How did your organisation hear about us?

www.garfieldweston.org
**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.

**Beneficiaries**

How many people does your organisation help each year overall?  

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<th>Number</th>
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How many people do you intend to reach with the work you are applying for? If you are applying for core costs and the number is the same as above, please re-enter the same number.

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<th>Number</th>
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Which local authority does the majority of your organisation’s work take place in?

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<th>Authority</th>
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**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:
- Ethnic minority backgrounds
- LGBTQ+
- Elderly 65+
- Disabled
- Youth (under 18s)
- Other (please describe)

**Ethnicity**

Using the UK Government’s census descriptions, please tell us which of the following is the **main** population group your charity works with:
- Asian
- White gypsies or travellers
- Black
- Other white
- Mixed ethnicity
- Other (please describe)
- White British

**Governance**

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

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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).

Safeguarding policy

In relation to your beneficiaries (children, adults or both) please confirm you have up-to-date, robust safeguarding policies and procedures in place, in line with current legislation and government guidance and that they have been reviewed in the last 12 months.

If you have selected No please explain briefly why you believe this is not required/relevant.

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

☐ Yes  ☐ No  (please tick as appropriate)

How did your organisation hear about us?

☐ 360Giving/Grant Nav
☐ Applied before
☐ From another charity
☐ From another grant-maker
☐ Community Foundation
☐ CVS (Council for Voluntary Service)
☐ Internet search
☐ Meet the Funder webinar
☐ www.trustfunding.org
☐ Social media
☐ Other (please describe)

Thank you for applying to the Garfield Weston Foundation. We appreciate how time consuming fundraising is.

All applications are read by Trustees who make the final decision. Good luck and best wishes.