

# Application Form and Checklist

## Application form

Please complete this form in CAPITAL LETTERS (if handwritten) and email it to us at [admin@garfieldweston.org](mailto:admin@garfieldweston.org) with your funding proposal and latest audited accounts.

### Name of organisation

.....

### Type of organisation

Registered charity

*Please provide your registered charity number*

.....

Excepted charity

Exempt charity

### Size of organisation

Annual income bracket (as per your latest audited accounts or Charity Commission annual return).

Less than £10,000

£10,000–£100,000

£100,000–£1 million

£1 million–£10 million

More than £10 million

### Type of funding

Tell us what type of funding your request is for. Please tick only one option and complete the information relevant to your chosen type of funding.

Unrestricted/core costs

Project

*Project title*

.....

*Start date*     /     /     *End date*     /     /

.....

Capital project

*Project title*

.....

*Start date*     /     /     *End date*     /     /

.....

### Size of request

Please tell us how much you would like to apply for.

£

.....

## 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.

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

## Geographic Area

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

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> East Midlands | <input type="checkbox"/> North East       | <input type="checkbox"/> South West               |
| <input type="checkbox"/> Eastern       | <input type="checkbox"/> North West       | <input type="checkbox"/> Wales                    |
| <input type="checkbox"/> London        | <input type="checkbox"/> Northern Ireland | <input type="checkbox"/> West Midlands            |
| <input type="checkbox"/> National      | <input type="checkbox"/> Scotland         | <input type="checkbox"/> Yorkshire and the Humber |
| <input type="checkbox"/> Non UK        | <input type="checkbox"/> South East       |   |

## Beneficiaries

How many people does your organisation help each year overall?

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)*

What is the postcode for the area where the majority of your work takes place?

## Your contact details

Prefix

First name

Surname

- Volunteer
- Paid member of staff

Job title

Email address

Contact telephone number

Organisation address

Postcode

Website

Please note that we communicate with our charity partners via email, therefore please ensure you have supplied us with a current email address and keep an eye on your inbox.

## Declaration

- I confirm that the information in this application is true and accurate and that I am authorised by my organisation to submit this funding application for work which represents our key priority.

## UK Tax Residence Status

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 and for research and reporting purposes.

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)

## 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 selecting **No** will not affect the decision of this application.

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.

- Yes  
 No

## Safeguarding policy

In relation to your beneficiaries (children, adults or both) please confirm you have an up-to-date, robust safeguarding policy and procedures in place which are in line with current legislation and government guidance. By ticking this box you are also confirming that these documents have been reviewed in the last 12 months and that you can provide copies of relevant documentation should it be required.

- Yes
- No

If you have selected No please explain briefly why you believe this is not required by or relevant to your organisation.

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

- Yes
- No

## How did you hear about the Garfield Weston Foundation?

- |   |  |
|---|--|
| <input type="checkbox"/> Applied before           | <input type="checkbox"/> Council for Voluntary Service (CVS) |
| <input type="checkbox"/> From another charity     | <input type="checkbox"/> Google search                       |
| <input type="checkbox"/> From another grant maker | <input type="checkbox"/> Social media                        |
| <input type="checkbox"/> 360 Giving/Grant Nav     | <input type="checkbox"/> Webinar                             |
| <input type="checkbox"/> Community Foundation     | <input type="checkbox"/> Other                               |

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.

## Equity, Diversity & Inclusion Data Collection

### Why we collect demographic data

As a responsible and open grant-maker, we aim to ensure our funding reaches people in need and supports a broad range of issues in society. To help us evaluate this, we collect data about organisations that apply for our funding. We also ask for information about your beneficiaries and governance. We only ask for information which we will actually use. The two areas we focus on are:

- your beneficiaries: the groups and communities your organisation and/or your project are supporting
- the leadership of your organisation

We aim to make this as simple as possible and there is always an option you can choose should you 'prefer not to say'.

### What we do with the data

Analysing this data helps us to understand the communities we are, and, importantly, are NOT reaching. This helps us to identify any 'gaps' and devise strategies to address these to ensure we are meeting need across the UK.

### What we don't do with the data

We do NOT make funding decisions based on this information. The demographic information that applicants provide is separated from funding applications. It is not viewed by any of our Grants Team or Trustees and so cannot have any bearing on funding decisions. This removes the potential for any bias, conscious or unconscious.

We will only use this information in an anonymised way to help us develop a better understanding of who is applying to us and which specific communities of people they are supporting.

## Section 1 Beneficiaries of your organisation

We would like to know if your organisation is dedicated to supporting a particular group or community of people and, if so, who this group is.

We aim to make this uncomplicated and so please use your own judgement. We appreciate that your beneficiaries may have multiple characteristics, but please select the one that best reflects who are you primarily supporting.

### Is your organisation or project aimed at a specific group of people?

- No, my organisation or project is open to everyone and is not aimed at a specific group
- Prefer not to say
- Yes, my organisation or project is aimed at a specific group of people

If you selected **Yes**, please select one of the following:

## Category 1: Communities experiencing racial inequity

### Description

Communities that experience inequity as a result of their race or ethnic group. Ethnic group refers to the group that people self-identify with, which may be related to their national/geographical origin, skin colour, and other identities. This is often referred to as “Black, Asian and Minority Ethnic” or BAME or global majority.

### Sub-categories

Choose one from the following (you can only choose one option from these):

- |   |   |
|---|---|
| <input type="checkbox"/> All communities experiencing racial inequity | <input type="checkbox"/> Asian/Asian British                                |
| <input type="checkbox"/> Black/African/Caribbean/Black British        | <input type="checkbox"/> Other Group experiencing ethnic or racial inequity |
| <input type="checkbox"/> Mixed  |   |

## Category 2: Disabled people

### Description

Self-identify as disabled, with particular impairments, which have a long-term impact on quality of life.

### Sub-categories

Choose one from the following (you can only choose one option from these):

- |   |   |
|---|---|
| <input type="checkbox"/> Long-standing illness or health condition (e.g. cancer, HIV, chronic heart disease or other rare conditions) | <input type="checkbox"/> Speech impairment  |
| <input type="checkbox"/> Multiple physical impairment   | <input type="checkbox"/> Learning disability  |
| <input type="checkbox"/> Visual impairment/partial sight/sight loss   | <input type="checkbox"/> Neurodiverse (cognitive difference such as autistic spectrum disorder) |
| <input type="checkbox"/> Deaf/hard of hearing/hearing loss  | <input type="checkbox"/> Mental health  |
|   | <input type="checkbox"/> Other type of disability or impairment                                 |

## Category 3: Faith communities

### Sub-categories

Choose one from the following (you can only choose one option from these):

- |  |                                 |
|--|---------------------------------|
| <input type="checkbox"/> Catholic                      | <input type="checkbox"/> Jewish |
| <input type="checkbox"/> Protestant                    | <input type="checkbox"/> Muslim |
| <input type="checkbox"/> Other Christian denominations | <input type="checkbox"/> Sikh   |
| <input type="checkbox"/> Buddhist                      | <input type="checkbox"/> Other  |
| <input type="checkbox"/> Hindu                         |                                 |

## Category 4: Gender specific

### Description

Working exclusively with people who self-identify and live as a certain gender e.g. women and girls.

### Sub-categories

Choose one from the following (you can only choose one option from these):

- |   |   |
|---|---|
| <input type="checkbox"/> Identify as female | <input type="checkbox"/> Identify as non-binary |
| <input type="checkbox"/> Identify as male   | <input type="checkbox"/> Other                  |

## Category 5: LGBTQ+ people

### Description

Lesbian, gay, bisexual and trans+ people

### Sub-categories

Choose one from the following (you can only choose one option from these):

- |  |                                     |
|--|-------------------------------------|
| <input type="checkbox"/> All LGBTQ+ people | <input type="checkbox"/> Non-binary |
| <input type="checkbox"/> Bisexual          | <input type="checkbox"/> Intersex   |
| <input type="checkbox"/> Gay               | <input type="checkbox"/> Asexual    |
| <input type="checkbox"/> Lesbian           | <input type="checkbox"/> Queer      |
| <input type="checkbox"/> Transgender       | <input type="checkbox"/> Other      |

## Category 6: Migrants

### Description

Groups who are first generation and/or recent migrants to the UK.

### Sub-categories

Choose from:

- |   |  |
|---|--|
| <input type="checkbox"/> Migrants       | <input type="checkbox"/> Undocumented people |
| <input type="checkbox"/> Asylum seekers | <input type="checkbox"/> Other               |
| <input type="checkbox"/> Refugees       |  |

## Category 7: Older people

### Description

- People who are aged 60 and over (there are no additional sub-categories to choose from)

## Category 8: Children and young people

### Description

Infants, children and young people up to the age of 25.

### Sub-categories

Choose one from the following (you can only choose one option from these):

- Infants 0–2 years
- Children 2–16 years
- Young people 17–25 years
- All children and young people 0–25 years

## Category 9: People who are educationally or economically disadvantaged

### Description

- Self-identify as from an economically and/or educationally disadvantaged background, including working class backgrounds, with long-term impact on their life outcomes; also people currently experiencing financial hardship.

## Category 10: Lived Experience

### Description

- Lived experience that may not already be reflected in other categories and sub-categories in this form (for example: long-term unemployment, care experience, experience of criminal justice system).

*Please describe the nature of lived experience that your beneficiaries have experienced.*

## Section 2 Leadership of your organisation

In the same way we'd like to understand who your organisation supports; we'd also like to know who is responsible for its decision making. We'd like to know if the majority of the key decision makers in your organisation belong to a specific group or community of people or share a particular identity. To keep things simple, by 'majority' we mean more than half. By 'decision makers' we mean the most senior level of governance your organisation has. This may be your Board of Trustees, Governors, or senior management team. Please select whatever makes the most sense for your organisation.

### Do the majority of key decision makers of your organisation belong to a specific group of people?

- No, the majority of our decision makers do not belong to a specific group of people
- Prefer not to say
- Yes, the majority of our decision makers belong to a specific group of people

If you selected **Yes**, please select one of the following:



## Category 1: Communities experiencing racial inequity

### Description

Communities that experience inequity as a result of their race or ethnic group. Ethnic group refers to the group that people self-identify with, which may be related to their national/geographical origin, skin colour, and other identities. This is often referred to as “Black, Asian and Minority Ethnic” or BAME or global majority.

### Sub-categories

Choose one from the following (you can only choose one option from these):

- |   |   |
|---|---|
| <input type="checkbox"/> All communities experiencing racial inequity | <input type="checkbox"/> Asian/Asian British                                |
| <input type="checkbox"/> Black/African/Caribbean/Black British        | <input type="checkbox"/> Other Group experiencing ethnic or racial inequity |
| <input type="checkbox"/> Mixed  |   |

## Category 2: Disabled people

### Description

Self-identify as disabled, with particular impairments, which have a long-term impact on quality of life.

### Sub-categories

Choose one from the following (you can only choose one option from these):

- |   |   |
|---|---|
| <input type="checkbox"/> Long-standing illness or health condition (e.g. cancer, HIV, chronic heart disease or other rare conditions) | <input type="checkbox"/> Speech impairment  |
| <input type="checkbox"/> Multiple physical impairment   | <input type="checkbox"/> Learning disability  |
| <input type="checkbox"/> Visual impairment/partial sight/sight loss   | <input type="checkbox"/> Neurodiverse (cognitive difference such as autistic spectrum disorder) |
| <input type="checkbox"/> Deaf/hard of hearing/hearing loss  | <input type="checkbox"/> Mental health  |
|   | <input type="checkbox"/> Other type of disability or impairment                                 |

## Category 3: Faith communities

### Sub-categories

Choose one from the following (you can only choose one option from these):

- |  |                                 |
|--|---------------------------------|
| <input type="checkbox"/> Catholic                      | <input type="checkbox"/> Jewish |
| <input type="checkbox"/> Protestant                    | <input type="checkbox"/> Muslim |
| <input type="checkbox"/> Other Christian denominations | <input type="checkbox"/> Sikh   |
| <input type="checkbox"/> Buddhist                      | <input type="checkbox"/> Other  |
| <input type="checkbox"/> Hindu                         |                                 |

## Category 4: Gender specific

### Description

Working exclusively with people who self-identify and live as a certain gender e.g. women and girls.

### Sub-categories

Choose one from the following (you can only choose one option from these):

- |   |   |
|---|---|
| <input type="checkbox"/> Identify as female | <input type="checkbox"/> Identify as non-binary |
| <input type="checkbox"/> Identify as male   | <input type="checkbox"/> Other                  |

## Category 5: LGBTQ+ people

### Description

Lesbian, gay, bisexual and trans+ people

### Sub-categories

Choose one from the following (you can only choose one option from these):

- |  |                                     |
|--|-------------------------------------|
| <input type="checkbox"/> All LGBTQ+ people | <input type="checkbox"/> Non-binary |
| <input type="checkbox"/> Bisexual          | <input type="checkbox"/> Intersex   |
| <input type="checkbox"/> Gay               | <input type="checkbox"/> Asexual    |
| <input type="checkbox"/> Lesbian           | <input type="checkbox"/> Queer      |
| <input type="checkbox"/> Transgender       | <input type="checkbox"/> Other      |

## Category 6: Migrants

### Description

Groups who are first generation and/or recent migrants to the UK.

### Sub-categories

Choose from:

- |   |  |
|---|--|
| <input type="checkbox"/> Migrants       | <input type="checkbox"/> Undocumented people |
| <input type="checkbox"/> Asylum seekers | <input type="checkbox"/> Other               |
| <input type="checkbox"/> Refugees       |  |

## Category 7: Older people

### Description

- People who are aged 60 and over (there are no additional sub-categories to choose from)

## Category 8: Children and young people

### Description

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### Sub-categories

Choose one from the following (you can only choose one option from these):

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- Children 2–16 years
- Young people 17–25 years
- All children and young people 0–25 years

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### Description

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## Category 10: Lived Experience

### Description

- Lived experience that may not already be reflected in other categories and sub-categories in this form (for example: long-term unemployment, care experience, experience of criminal justice system).

*Please describe the nature of lived experience that your beneficiaries have experienced.*