

# Lloyds TSB Foundation for Northern Ireland

## STANDARD GRANT PROGRAMME



### ADVICE ON COMPLETING THE APPLICATION FORM

It is important to read these notes prior to completing your Application Form. The notes will take you through each question giving examples and prompts for the type of information we require. Only FULLY COMPLETED Application Forms, with a FULL SET OF SUPPORTING DOCUMENTS, as outlined in the checklist, will be accepted.

## THE APPLICATION FORM QUESTION BY QUESTION

Applications MUST be downloaded and completed in Microsoft WORD.

### 1A & 1B NAME AND ADDRESS OF CHARITY

Write out the name of your charity in full. Any abbreviated formats should be placed in brackets after the full name for example, "Anytown Community Development Association (ACDA)".

### 1C CHARITY NUMBER

In Northern Ireland, charity recognition is gained through HM Revenue & Customs. You must provide evidence of your charitable status by enclosing a copy of your HM Revenue & Customs Letter of Recognition with your completed Application Form.

### 2A BACKGROUND TO CHARITY

To give us an idea of the size of your organisation, please indicate in the boxes provided the number of full time staff, part time staff and volunteers involved.

### 2B COUNCIL AREA

Tell us the council area(s) your organisation serves. If your services are provided throughout the region, please state that you serve Northern Ireland.

### 3 PRESENT ACTIVITIES

Tell us about the day-to-day activities in your organisation, detailing the services you provide to give us a feel for your organisation's work. Use this section to describe your organisation, why it was set up and who benefits from it.

### 4A TITLE OF PROJECT

To sum up your project, give it a title which reflects the project for which you are applying. For example, "Activities for Anytown Older People".

### 4B AIMS OF THE PROJECT FOR WHICH YOU ARE APPLYING

Tell us how you identified a need for your project. Outline the purpose for which funds are being sought. Have you been asked to provide this service? Did you undertake a survey? Clearly state the overall aim of your project, for example, Aim: "To improve social facilities for disadvantaged older people in Anytown".

### 4C OUTLINE 3 OBJECTIVES FOR YOUR PROJECT

Keeping your overall aim in mind, list up to three objectives to describe how you will fulfil this aim. Your objectives should be measurable by including targets to allow you, and us, to monitor the progress of your project and to evaluate its success. For example, using Anytown as set out in 4A above, your objectives might be;

- To increase the number of social evenings for disadvantaged older people from 1 per month to 1 per week
- To run a crafts session once per month
- To provide monthly talks for the older people

Tell us how you would achieve each objective.

### 4D WHO WILL BE BENEFITING DIRECTLY FROM YOUR PROJECT?

Describe the type of people your project will support, for example, young people at risk of offending, children with physical disabilities or disadvantaged older people.

#### 4E HOW MANY PEOPLE WILL BENEFIT?

Complete and explain how you calculated the number of people who will benefit directly and indirectly from your project. For example, if your project is to provide a play group for 35 children each week, your total direct beneficiaries might be 50 children over a year and the indirect beneficiaries would be the number of parents of the children.

#### 4F EVALUATING SUCCESS

This is a very important section and you need to illustrate how you will judge the success of your project in relation to the objectives you have set.

#### 5A TOTAL AMOUNT NEEDED FOR THE PROJECT

Indicate the overall total needed for your project, including the amount you are requesting from Lloyds TSB Foundation for Northern Ireland.

#### 5B BREAKDOWN OF PROJECT TOTAL

Clearly show all the costs associated with the project for which you are applying. For example,

- Rent £4000
- Volunteer Expenses £1200
- Equipment £2000

#### 5C AMOUNT REQUESTED FROM THE FOUNDATION

Detail the amount you are requesting and the part of the total project to which it relates. For example, £3000 towards rent costs.

#### 6A BALANCE NEEDED

Show us the other sources from which you plan to fund the balance required for your project.

#### 6B HAVE ANY OF THE ABOVE AMOUNTS BEEN RAISED OR PLEDGED?

Explain the figures in the previous "Balance Needed" table. Tell us when you will know about other funding which is pending.

#### 7 SUSTAINABILITY

If you plan to continue your project beyond the life of Lloyds TSB Foundation funding, please explain how you plan to do this and raise the necessary funds.

#### 8A & 8B FINANCIAL HISTORY FOR THE LAST THREE YEARS

Complete this section fully detailing the financial position of your organisation over the last three years as shown in your accounts. Note: You must also send a copy of your most recent audited or independently examined and signed accounts with your completed Application Form.

#### 9 FURTHER INFORMATION

Use this section to provide us with any additional information you feel may be useful to us.

#### 10 CLASSIFICATION

Tick ONE box that best reflects the project for which you are applying. Please also indicate where you heard about the Foundation.

#### 11 DECLARATIONS

Complete full details for each of the three signatories. Ensure all signatories sign and date the form in BLACK ink in the correct spaces. Note: The Senior Officer or Committee Member should NOT also be the Main Contact. The referee should be external to your organisation and not related to a staff or Committee Member.

Please check the Application Form is fully completed before printing a hard copy. Ensure the Application Form is signed and dated by the three signatories and that you have included all the supporting documents before sending it to the Foundation at the address below.

#### Registered Office and Correspondence Address:

2nd Floor  
14 Cromac Place  
The Gasworks  
Belfast, BT7 2JB

**Tel** 028 9032 3000  
**Fax** 028 9032 3200  
**Email** [info@lloydstsbfoundationni.org](mailto:info@lloydstsbfoundationni.org)  
**Website** [www.lloydstsbfoundationni.org](http://www.lloydstsbfoundationni.org)

Registered in Northern Ireland: Number 19019  
Company Limited by Guarantee  
Accepted as a charity by HM Revenue & Customs under reference XN72216