**Application Form for Educational Projects/Individual Grants**

**British School Charity funds organisations and individuals for projects which benefit young people (under the age of 25)** **who:**

1. Live or were educated in Saffron Walden or surrounding area (see map) AND
2. Are in need of financial assistance in respect of their education AND

3. Cannot be funded by usual means.

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| **SECTION 1 - QUESTIONS FOR ALL APPLICANTS** |
| **A. Details of Applicant** |
| 1. **Name of Individual or Organisation applying for a grant:** 2. **Address including postcode:** 3. **Please state how the application meets criteria 1 (above):** 4. **Contact details (name, email, telephone, website if any):** 5. **For the purpose of keeping you updated about future funding opportunities or other issues relevant to our work, do you give your consent for the personal details provided in this form to be stored on the BFSS systems after this project application is no longer active? i.e. after the application is either turned down or if successful after the grant and reporting has come to an end. We will not pass your details onto any other organisations. This consent can be withdrawn at any time by contacting BFSS. For full details of how we may use your data please view our** [**Privacy Notice**](https://bfss.org.uk/privacy-policy)**.**   **YES  NO** |
| **B. What would you achieve with grant funding from the British School Charity?** |
| 1. **Please state the purpose of the grant you seek. (i.e. describe the need the grant would address for an individual or group of young people)** 2. **Who will be the beneficiaries of the grant? i.e. how many young people will benefit, why do they need funding – (see criteria 2)** 3. **What activities will you carry out, and over what period of time?** 4. **What do you expect to achieve as a result of the funding? How will it benefit a young person or young people’s education?** |
| **C. Costs** |
| 1. **Amount requested (if for more than one year, please also provide a breakdown by year):** 2. **Please provide information on the budget for your project. How will you spend your grant, what will you spend it on, when do you expect to spend it? (If appropriate, provide a separate budget sheet)** 3. **Please state why this project cannot be funded through usual education funding (see criteria 3 above)** |
| **D. Reporting** |
| 1. **How will you track:**    1. **how you spend the grant**    2. **the educational benefits you achieve?**   **(Depending on the nature of your project and the number of beneficiaries, you might keep a diary or a blog, or set up detailed reporting arrangements on activities and achievements)**   1. **Do you agree to report on your project: at the end of the project or annually if funding is for more than a year? Reports are expected to include information on how the money was spent, and what educational benefits were achieved.**   **YES  NO**   1. **Depending on the nature of your project, we may approach you a year or two after the end of the project to ask for a report on longer term benefits. Do you agree to this?**   **YES  NO** |
| **E. Terms and Conditions** |
| 1. **Any organisation or individual receiving a grant from the Society will be expected to accept all risks and liabilities associated with the activity being supported. This will be a condition of grant. Please indicate whether you will be ready to accept this condition.**   **YES ☐ NO ☐**     1. **The Society reserves the right to terminate grant where the requirement for reporting is not met and/or there is evidence that grant is not being used for the purposes for which it was given or is not being used effectively. Please indicate whether you will be ready to accept this condition.**   **YES  NO** |
| **Individual applicants: please sign the declaration in section 2 below** |
| **Organisations: please complete section 3 below** |
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| **SECTION 2 - INDIVIDUAL DECLARATION ON HONOUR** |
| **I solemnly declare that:**   * **The beneficiary of the grant I am seeking from the British School Charity is in need of financial assistance (criteria 2);** * **The information provided in this form is accurate;** * **The grant will be spent for the purpose set out above;** * **I will fulfil the reporting requirements.**   **Signed:**    **Date:** Click or tap to enter a date.  **Please provide name, job title, address (with postcode), email address and phone number**  **for a referee whom we may contact if your application is successful. Your referee should**  **know you in an official or professional capacity (eg social worker, probation officer,**  **teacher, employer) and agreed to provide a view on your suitability to receive a**  **grant for the stated purpose detailed in your application.** |
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| **SECTION 3 - QUESTIONS FOR ORGANISATIONS** |
| 1. **Please provide evidence that the beneficiaries are in need of financial assistance. (supporting documents can be emailed with the application)** 2. **Please provide assurance that your organisation is financially viable (e.g. recent financial statements, banker’s reference – submit these with the form).** 3. **Does your organisation have a child protection policy? Please give details** 4. **Who will be responsible for monitoring expenditure, achievement of outcomes and reporting to the British School Charity? Please give name and email and telephone contact details.** |
| **Signature of lead contact:** |
| **Date:** Click or tap to enter a date. |

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| **SUBMITTING YOUR APPLICATION**  Please save your completed form as a Word Document (not a Word Template) and send with any supporting evidence by e-mail to [grants@bfss.org.uk](mailto:grants@bfss.org.uk) |