

Application for Organisations



This form can be downloaded from the Just Living Foundation website (www.justlivingfoundation.com)

Please feel free to contact the Foundation Director if you have any questions about your application, the application form or application process.

Please send your application form to:
alexandra@justlivingfoundation.com

MAIN PERSON CONTACT

Title: _____

Name: _____

Role: _____

Tel. Number Day: _____

Evening: _____

Mobile: _____

Fax Number: _____

E-mail: _____

Address: (if different from above) _____

FOR OFFICE USE ONLY

Date Received: _____

Application No.: _____

Name of Organisation: _____

Charity Registration Number: _____

ABOUT YOUR ORGANISATION

1. Name of Organisation:

2. Main Organisation Address:

3. Contact Details:

SECOND PERSON CONTACT

Title: _____

Name: _____

Role: _____

Tel. Number Day: _____

Evening: _____

Mobile: _____

Fax Number: _____

E-mail: _____

Address: (if different from above) _____

4. Please describe below the main activities or services that your organisation provides.

5. When was your organisation established?

6. Where geographically do you mainly work? i.e. London, North West England, etc.

7. What type of organisation are you?

An Existing Voluntary or Community Group? Y N

A New Group? Y N

Applying for Charitable Status? Y N

A Registered Charity? If yes Registration No. Y N

Branch of a National Charity? If yes who? Y N

Other – please specify

8. Tell us how many people are involved in running your organisation.

Management Committee/Trustees

Volunteers (excluding your Management Committee/Trustees)

Full Time Paid Staff

Part Time Paid Staff

9. How many people access your service?

10. Your Organisations Finances

Your latest set of audited accounts may be requested for inspection at a later date.

Total Income in last financial year £

Total Expenditure in last financial year £

Total Salaries in last financial year £

Unrestricted Reserves carried forward from last year £

Restricted Reserves carried forward from last year £

Bank balance at time of Application* £

Months

*Equivalent to how many months of running your organisation

ABOUT YOUR APPLICATION

11. Please describe your project/activity

12. What is the total cost of your project?

13. How much funding are you requesting from us?

14. If this request does not cover all the costs of the project please tell us what funds have you applied for and the amounts of funds you have raised so far.

Name of Funder

Amount Applied for

Purpose of Grant

Successful Y N

Date

15. Why is this project needed and how has the need been identified?

16. Please detail how this project/activity aligns to the Just Living Foundation's vision and values

17. Please provide us with a breakdown of the costs for the project. You may attach a separate excel sheet detailing the budget to this form.

18. Please detail the anticipated achievements from this project/activity. Describe how a Grant from the Just Living Foundation will assist you in your objectives.

19. How many people will benefit from this project?

How Many?

Age Group(s)?

DECLARATION

We confirm that we are authorised to make this submission and sign this declaration on behalf of the organisation named in making this application. We also understand and agree to the following conditions should any grant be made.

(Please note that if you leave the organisation or can no longer fulfil your responsibilities, or someone takes over responsibility for the grant on behalf of the organisation you must inform the Just Living Foundation immediately).

1. We certify that the information contained in this application is correct.
2. If the information in the application changes in any way, we will inform the Just Living Foundation immediately.
3. If successful we will not use the grant for any other purpose other than that specified on the award letter without first contacting the Just Living Foundation to seek authorisation.
4. We will send a brief report to the Just Living Foundation, outlining progress made on the project and money spent, within 3 months of receiving the grant.
5. We will keep receipts and records of any payments made with this grant and will send copies of the receipts, along with an End of Grant Report to the Just Living Foundation, at the end of the project. (Within a maximum of 12 months of receiving the (final) grant).
6. We will highlight the support given by the Just Living Foundation in all relevant publicity material which we will share with the Just Living Foundation.
7. We agree for the Just Living Foundation to use details about any award received by us for promotion purposes.

MAIN PERSON CONTACT

(Person Completing this application)

Signature

Print Name

Position

Date

SECOND PERSON CONTACT

(Trustee/Management Comm.)

Signature

Print Name

Position

Date
