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Friends and Forums Small Grant Programme Winter 2020/2021

Application Form

Please note: Applications must be completed electronically as we have no way of receiving or handling post at this time.

|  |  |
| --- | --- |
| Name of organisation |  |
| Contact name |  |
| Email / telephone no. |  |

|  |
| --- |
| Guidelines – Please read thoroughly  Who can apply?   * Age Concerns and Friendship Centres who are registered as Friends of Age UK * Affiliated forums who have signed up to work with Age UK   How much is available?  Up to £250 per organisation  What can be funded?  We will fund costs or equipment that will be used to benefit older people directly, for example:   * Activity costs (catering, transport, advertising, activity packs, etc.) * Purchase of new / replacement equipment (IT, mobility, kitchen, etc.) * Items for new and expanding activities for older people (art & craft equipment, CD/DVD players, games, etc) * Marketing costs and materials for extending the reach of your organisation (newsletters, flyers, local press adverts, etc.)   What cannot be funded?   * Grants are not available to fund political or religious activities * Grants are not available to fund any on-going running costs (e.g. rent, utilities, staff costs) * Grants are not available to fund activities taking place after 15th March 2021 |

Section A - Activity / Equipment

A1. What will the grant be used to fund, and why is it needed?

**A2.** How will this activity / equipment benefit older people?

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| --- |
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**A3.** Approximately how many older people will benefit?

**A4.** If you are holding an event or activity, please tell us the planned date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section B – Finance**

**Important:** Please ensure you send us a copy of your most up to date income and expenditure report.

**B1.** Bank Details - This must be in the name of the organisation and not that of an individual.

|  |  |
| --- | --- |
| **Bank name** |  |
| **Account name** |  |
| **Sort code** |  |
| **Account number** |  |

|  |
| --- |
| **£** |

**B2.** Please state the amount you are applying for.

**B3.** Please provide a detailed breakdown of what the grant will be spent on.

|  |  |
| --- | --- |
| **Item** | **Cost** |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
| **Total** | **£** |

**Reporting and case studies**

Successful applicants will be required to complete a short report form, detailing how the grant was spent and what was achieved, within 6 months of receiving the grant.

We will also ask successful applicants to send in a case study to give us an idea of how an individual older person has benefitted from the work your organisation does. Templates will be provided.

**Checklist**

Thank you for applying to this programme. Please complete the below checklist **before** submitting your application:

We are a registered Friend of Age UK / an affiliated forum

The funding we are applying for will not be used for political or religious activities

The funding we are applying for will not be used for running costs

We have included a copy of our most recent income and expenditure report

We have provided current bank account details for our organisation

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**Section C – Declaration**

\*Please note – this **must** be signed and scanned and emailed back. Electronic signatures are also acceptable.

Please ensure that the application is signed by the Chair or senior member of staff:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: *(Print)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please submit completed applications by email to [grants.unit@ageuk.org.uk](mailto:grants.unit@ageuk.org.uk)

If you have any questions about this application please email [grants.unit@ageuk.org.uk](mailto:grants.unit@ageuk.org.uk)

**DEADLINE FOR ALL APPLICATIONS – 9am 9 November 2020**