****

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 organisationWhat 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?

|  |
| --- |
|  |

**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

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

**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

If you have any questions about this application please email grants.unit@ageuk.org.uk

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