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**Application for funding**

Please refer to the Literacy Capital plc Grant Making Policy for eligibility criteria.

Please ensure the application is signed and dated and includes all necessary supporting documents.

Applications should be submitted to: [lcpteam@literacycapital.com](mailto:lcpteam@literacycapital.com)

**Section 1 - about you and your organisation**

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| **Name of organisation:**  **Postal address:**  **Website:** |

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| **Name of contact:**  **Position in the organisation:**  **Phone:**  **Email:** |

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| **Names and titles of all responsible Directors and/or Trustees:** |

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| **Please indicate any connection you, or your organisation, or any individual within your organisation has with Literacy Capital plc** |

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| **Legal status of your organisation:**  **Registered charity number:**  If you are not registered, please clarify your charitable/legal status  **Registered company number, if applicable**:  **Date Established:** |

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| **Provide details of any other organisation of which you are part or with which you are connected:** |

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| **What is your organisation’s annual gross income?** |

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| **Number of employees and volunteers within your organisation:** |

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| **Please tell us about your organisation’s mission or overarching objectives.** |

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| **How did you hear about the availability of grant funding from Literacy Capital plc?** |

**Section 2 - about your project or initiative**

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| **Please give a brief outline of the project or initiative for which you’re seeking funding including estimated duration.** |

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| **What issues will be addressed by this project?** |

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| **Who will benefit from your project or initiative?**  **How people many people are expected benefit from this project or initiative?** |

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| **Where is your project primarily located?**  Only applications in respect of UK projects will be considered. |

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| **How does the project meet the Objectives of Literacy Capital Plc’s Grant making Policy?** |

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| **Amount of grant application:**  **Total cost of the programme:**  **Please detail below any funding you’ve already secured for this project or how you plan to secure additional funding:**  **Please provide details of your reserves policy:**  **Please provide details of sustainability measures in place.** |

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| **Please tell us how the project will be managed and what financial controls and governance procedures you will have in place.** |

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| **Please provide full details of safeguarding procedures within your organisation.** |

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| **Additional Information**  If you would like to add any further information in support of your application, please do so here: |

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| **How will you measure the impact of your project?** |

**Section 3 - supporting documents**

**Please provide the following supporting documents for your organisation:**

* Copy of a recent bank statement or a letter from your bank
* Constitutional documents
* Most recent Business Plan
* Most recent Annual Report and Accounts
* Most recent management accounts (which must be for a period ending within 2 months of application)
* An income and expenditure schedule for the current year
* Whistleblowing Policy and of Safeguarding Policy
* Up to two items of publicity material that illustrate the work of your charity

**Section 4 - Terms and Conditions**

**Grants from Literacy Capital plc are made on the understanding that beneficiary organisations (“You”) have agreed to the following general terms and conditions:**

1. You have adopted and regularly review safeguarding policies and procedures which you are satisfied meet the current best practice guidelines of the Charity Commission applicable to the activities which you undertake;
2. You must acknowledge receipt of the grant payment, preferably by letter on headed paper, or if necessary by email, confirming that the funds donated will be spent on the project agreed by the Board;
3. Any successful grant application will not be used to fund the employment of an external fundraising agent nor will it be used to fund commission payments where a third party has been used to raise funds on your behalf;
4. No material changes to the project will be made without the prior written agreement of LCP;
5. At the end of the funding period/event, you will provide LCP with a report detailing how the money was spent;
6. Any part of the grant that is not required for the purpose approved or not spent within the agreed timescale will be refunded to LCP;
7. Either party may publicise the grant but only with the approval of the other party, such approval not to be unreasonably withheld.
8. The Board reserves the right to withhold a grant or require repayment if it finds that any deliberately false or misleading information was provided to LCP.
9. The Board reserves the right to withhold a grant or require repayment if the applicant becomes insolvent or goes into administration, receivership or liquidation, and if the grant has not already been spent on its intended purpose
10. The Board reserves the right to share the information it receives in relation to grant requests with other relevant parties to verify the application;
11. Sometimes additional conditions will need to be included to account for specific aspects of a particular grant.
12. Data protection:

We are committed to protecting your privacy and will ensure all data provided is handled correctly. We will use the data you have provided to:

● assess applications

● monitor grants and projects

● evaluate the effectiveness of our grant making process

● report to Government and government organisations as required

● meet our audit and other reporting obligations as required by law

We will also use the information provided to conduct identity checks and follow compliance procedures prior to releasing funds.

**Section 5 - Declaration**

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| **I confirm that all the information included in this application is true and accurate.**  Knowingly providing false information will invalidate your application and nullify any offer of funding that may have been made on the basis of this document.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**What happens next?**

We aim to acknowledge every grant application within a month of receipt. All eligible applications will be assessed, and we may contact you for more details about your project. If your application is not successful, we'll write and tell you.

If you have any queries regarding your application, or any further questions about how to apply, please contact miral.patel@literacycapital.com