



The Clothworkers' Foundation

**Application Form  
Small Grants Programme**

<b>1. ORGANISATION - contact and charity registration details</b>		
<b>Legal name:</b>		<b>Date of application:</b>
<b>Working name:</b>		
<b>Address:</b>	<b>Phone (work and mobile):</b> (w) (m) <b>Email:</b>	
<b>Website address (if you have one)</b>	<b>Contact name:</b>	<b>Position/job title:</b>
<b>Charity registration number:</b>	<b>Date of registration:</b>	
<b>Have you received a grant from us before? If yes, give date:</b>		
<b>2. PROJECT SUMMARY</b>		
<ul style="list-style-type: none"> <li>• What will our grant pay for (maximum 20 words)?</li> </ul>		
<b>3. BUDGET SUMMARY - cost of the project you are applying for</b>		
<b>In addition please attach a full budget for your project, clearly identifying the element you want us to fund.</b>		
<b>Total project cost:</b> £	<b>Please note, we do not fund revenue costs.</b>	
<b>Amount raised to date:</b> £		
<b>Amount left to raise:</b> £		
<b>4. ACCOUNTS - information from your organisation's most recent annual accounts</b>		
<b>In addition please attach a copy of your most recent accounts as submitted to the Charity Commission</b>		<b>When will your next accounts be available?</b>  <b>Why can the reserves not be used for the project?</b>
<b>Accounts for year ended:</b>		
<b>Income:</b> £		
<b>Expenditure:</b> £		
<b>Free reserves:</b> £		

**5. YOUR PROJECT** - please note, the boxes below expand. Please read all the sections before completing, and keep your answers in **section 5** to a **maximum of 3 pages**.

**5.1 - AIMS AND OBJECTIVES OF YOUR ORGANISATION (summary):**

**5.2 - PROGRAMME AREA AND LOCATION**

- Which ONE of our five programme areas (encouragement of young people, social inclusion, elderly, disabled, or textiles) does your project fall under?
- What geographical area does your project benefit?

**5.3 - DETAILED PROJECT DESCRIPTION**

**5.4 - PROJECT BENEFICIARIES (direct and indirect)**

- What groups of people will benefit from your project?
- Approximately how many people will benefit from your project?

## **5. YOUR PROJECT (Continued)**

### **5.5 - PROJECT NEED**

- **Why is there a need for your project?**
- **How have you identified this need?**

### **5.6 - PROJECT OUTCOMES**

- **What goals does your project aim to achieve?**
- **How will you achieve these goals?**
- **How will you know when you have achieved them?**



**You must complete all sections of the application form. In addition to completing the application form and attaching a full project budget and your most recent accounts, you may include additional information or documentation if it is directly relevant to your project. We will accept these materials in support of, but not instead of, a completed application form.**

**CHECKLIST**

**Have you answered all the questions on the application form?**

**Have you attached a full budget for your project?**

**Have you attached a copy of your latest accounts as submitted to the Charity Commission?**

**If you have attached additional sheets for sections 5 (Your Project) and/or 6 (Fundraising), are these clearly marked and labelled?**

**If you are a charity in Northern Ireland, have you attached a copy of the letter confirming your IR charitable status?**

**STATEMENT**

*I hereby declare that to the best of my knowledge the information I have given is accurate.*

**Name (printed):** .....

**Position/job title:**.....

**Signature:** .....

**Date:**.....

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**We will detach this part of the form and send it to you as confirmation that we have received your application.**

**I confirm that we have received your funding application.**

**We will contact you about your application in due course. Please keep us informed of any progress or changes to your project or financial situation by writing to us.**

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Foundation**