

John Ellerman Foundation Current Application Form

This document outlines the questions asked and data that is requested at the 1st and 2nd stages of the application process, in relation to applications for our three core funding categories of Arts, Environment and Social Action.

1st Stage Application Form

The **1st stage application form** has 5 sections:

- **Organisation Details** – guidance on page 1 of this document
- **Your Application** – guidance on page 2 of this document
- **Financial Information** – guidance on page 2 of this document
- **Diversity, Equity and Inclusion (DEI)** – guidance on pages 3 - 14 of this document
- **Privacy Notice** – guidance on page 14 of this document

This document is intended as a guide to the application forms only. Please do not submit this document as your application.

In this document questions are shown in left-hand column and options you can select from drop down boxes are shown in the right-hand column. Text in italics shows supporting guidance.

You can access the online application portal through our website at the following address:

<https://ellerman.org.uk/apply-for-funding/how-to-apply>

This document shows questions on the online application which include *an asterisk (*)*, this indicates that they are required, and you will not be able to submit the form without filling them in.

Please contact us if you have any remaining questions related to the application procedures at John Ellerman Foundation.

Adjustments <i>If you need any adjustments to be made in order to support you to fill this form out, then let us know and we will try our best to accommodate this. For example, if English is not your first language or you have a visual impairment and cannot view the form, please let us know.</i>	
Adjustments you need	
Section 1: Organisation Details:	
1. Organisation Name *	
2. Organisation Legal Name if Different	
3. Address: a. Number and Street b. Town/City c. Postcode	
4. Telephone Number	
5. Website Address *	
6. Charity Registration Number *	
7. Company Registration Number *	
8. Organisation Type: *	a. UK Registered Charity b. CIC c. Company Limited by Guarantee d. Not for Profit e. Other

Personal Details:	
1. First Name*	
2. Last Name*	
3. Job Title*	
4. Email Address*	

Section 2: Your Application:	
1. Please select one programme area from the list below which best fits your proposal:*	a. Environment b. Arts c. Social Action
2. In order of their relevance to your organisation's work and based on your selection above, please select up to three sub-categories. Please select an option in the first box which best fits your proposal. You may use the second and third boxes to select up to two more sub-categories which also fit your proposal.	<i>NB: If the whole of your organisation works on many issues, please select the 'Multi' option</i>
3. In what region(s) will your proposed work have an impact? *	<i>NB: You may choose up to six regions.</i>
4. Please tell us how much you are applying for? *	<i>All requested amounts are in £ sterling. Enter numerical value only, no spaces or commas.</i>
5. Please confirm the number of months that your requested funding would cover? *	<i>Describe in months e.g. 2 years is 24 months</i>
6. Please say what the grant will be spent on e.g. CEO salary / core costs. *	<i>Total words: 20</i>
7. Please complete a two A4 page proposal using the following headings: <ul style="list-style-type: none"> • A brief summary of your organisation's aims and activities. • How your proposal meets our requirement that the work is of national significance. • What you would like us to fund and why you are best placed to do this work. • How your proposal fits the criteria for the relevant category you are applying under. 	
Once you have completed your 1st stage proposal, please upload the document using the link below. Click "Browse" to choose your file and then click "Upload".	Accepts files in word, Excel and PDF format

Section 3: Financial Information:	
1. Annual income from your latest financial accounts *	<i>Please enter the exact total annual income figure. Please input using a £ sign, separator and decimal point e.g.: "£1,000,000.00"</i>
2. Please upload your financial accounts (draft or published) from the previous year. *	<i>Accepts files in word, Excel and PDF format</i>
3. Your management accounts for the current financial year	<i>Accepts files in word, Excel and PDF format</i>

Additional financial information If there is something unusual in your accounts (e.g. a significant surplus or deficit or unusually high or low reserves outside of your reserves policy), please explain this briefly.	<i>Total words: 500</i>
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<p>Section 4: Diversity, Equity and Inclusion (DEI)</p>
<p>What is Diversity, Equity and Inclusion (DEI)?</p> <p>‘Diversity’ refers to the various aspects of the differences between people. This can include gender, race and ethnicity, faith, sexual orientation, disability, age and gender. ‘Equity’ is about fairness and justice. ‘Inclusion’ is about helping people feel valued. It’s also about making sure they can take part in decision-making processes. For more information on the Foundation’s approach to DEI, please refer to our Diversity, Equity and Inclusion policy.</p> <p>Why are we asking these questions?</p> <p>We want to get better at understanding the impact of our funding on diversity, equity and inclusion. To support this, we have adopted the DEI Data Standard, which has been produced by the DEI Data Group. This was created by an independent working group of funders who believe that without an effective framework to capture DEI data, there can be no effective action to identify and target funding to address structural inequalities. You can find out more about the group and the standard here: https://www.funderscollaborativehub.org.uk/collaborations/dei-data-standard</p> <p>The questions in this section categorises groups of people in line with the DEI Data Standard. We recognise that the categories used may not fully capture the nuances of people’s individual identities. However, we believe that by using standardised terms, we can collect, report and monitor information in a consistent way, and as part of a collective of funders, and this enables us to gather data to support our aims to identify and address structural inequality.</p> <p>Please note that this version of the DEI Data Standard may be slightly different to versions you’ve filled out with other grantmakers – this is likely to be the case because we are asking from the perspective of being a core costs grantmaker, and others will be applying this questionnaire based on them being a project and/or capital costs grantmaker.</p>
<p>How We'll Use Your Information</p> <p>We would like to ask some questions about the people being supported and your organisation, to help us to understand our applicants and funding better. This information is being used to inform our own monitoring and strategy and will not be used to help us decide whether or not to award you a grant. There is no judgment or preference for particular responses. The aggregated and anonymised data from all applicants will be used as a part of our own DEI reporting but will not identify individual organisations. It may also be shared to inform the wider DEI Data Standard reporting.</p>

Assessing Your Application:

We will not use your answers in this section on DEI to assess your application

Please check this box to show you understand and acknowledge the above statement. *

Communities Your Organisation Supports

We are interested in learning more about the people and communities that your organisation currently supports.

Does a majority (75% or more) of the people your organisation supports have a shared identity/community/characteristic?

- Yes
- No

If you selected No, please continue to the Mission and Purpose section without selecting any boxes in this section.

If you selected Yes, please select the group that represents a majority (75% or more) of people that your organisation supports. You may select multiple groups to reflect the intersectional focuses of your organisation (e.g. Black + Mental Health + Young People + Women and Girls).

For every box you tick, please select a further sub-category from the dropdown box immediately below. Leave groups blank if they do not apply to your work or your organisation.

The answers provided will not be used as part of our assessment.

Communities experiencing ethnic or racial inequity, discrimination, or inequality

Please tick this box if the majority (75% or more) of the people you support identify with this group. Then select a single category from the drop-down box, if applicable.

Communities that experience inequity as a result of their race or ethnic group, which may be related to their national/geographical origin, skin colours, and other identities. This can also be referred to as "Black, Asian and Minority Ethnic" or BAME

- <None>
- Communities experiencing ethnic or racial inequity
- Black / African / Caribbean / Black British
- Mixed (White and Black, White and Asian, Any other mixed / multiple ethnic background
- Asian / Asian British, Indian, Pakistani, Bangladeshi, Chinese, Any other Asian background
- Arab
- Jewish
- Gypsy, Roma and Traveller communities
- Any other ethnic group

Faith communities

Please tick this box if the majority (75% or more) of the people you support identify with this group. Then select a single category from the drop-down box, if applicable.

Active observers/believers of a religious faith or spiritual belief

- <None>
- Catholic
- Protestant
- Other Christian denominations
- Buddhist
- Hindu
- Jewish
- Muslim
- Sikh
- Atheist
- Agnostic
- Other faith and beliefs

Migrants

Please tick this box if the majority (75% or more) of the people you support identify with this group. Then select a single category from the drop-down box, if applicable.

Groups who are first-generation and/or recent migrants to the UK

- <None>
- Migrants
- Asylum Seekers
- Refugees
- Undocumented People
- Other Migrants

Disabled People

Please tick this box if the majority (75% or more) of the people you support identify with this group. Then select a single category from the drop-down box, if applicable.

People including those that identify as Disabled and those that have impairments which have a long-term impact on quality of life, and experience injustice as a result of social, political or physical barriers to participation

- <None>
- Disabled People
- Mental Health
- Long-standing Illness or Health Condition
- Mobility Impairments
- Visual Impairment / Partial Sight / Sight Loss
- Deaf / Hard of Hearing / Hearing Loss
- Speech Impairment
- Multiple Physical Impairment
- Learning Difficulty
- Neurodiverse Cognitive Difference
- Other Type of Disability or Impairment
- Learning disability

Younger People (under 25)

Please tick this box if the majority (75% or more) of the people you support identify with this group. Then select a single category from the drop-down box, if applicable.

People under 25

- <None>
- Younger People
- Under 2 years of age
- 2-7
- 8-15
- 16-18
- 19-25

Older People (60 and older)

Please tick this box if the majority (75% or more) of the people you support identify with this group. Then select a single category from the drop-down box, if applicable.

People aged 60 and over

- <None>
- Older People (60 and older)

Women and Girls

Please tick this box if the majority (75% or more) of the people you support identify with this group. Then select a single category from the drop-down box, if applicable.

People who identify and live as women and girls

- <None>
- Women and girls

LGBT+ People

Please tick this box if the majority (75% or more) of the people you support identify with this group. Then select a single category from the drop-down box, if applicable.

People with gender, sex and relationship diversity including but not limited to Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex, Asexual, Agender people

- <None>
- LGBT+ People
- Bisexual Men
- Bisexual women
- Gay men
- Lesbian / gay women
- Non-binary people
- Other LGBT+ people
- Trans men
- Trans women
- Trans people

People who are educationally or economically disadvantaged

Please tick this box if the majority (75% or more) of the people you support identify with this group. Then select a single category from the drop-down box, if applicable.

People who identify as from an economically and/ or educationally disadvantaged

- <None>

<p><i>background, including working class backgrounds, with long-term impact on their life outcomes; also, people currently experiencing financial hardship</i></p>	<p>- People who are educationally or economically disadvantaged</p>
<p>Specific groups that are not included already If you selected the option above, please tell us which groups these are.</p>	
<p><i>Examples include men and boys, care experienced young people, carers, people recovering from alcohol addiction, sex workers, people whose first language is not English or who have problems reading.</i></p> <p><i>NB: If you are working in Wales with Welsh language speaking communities and individuals, please use this category to indicate this in the text box below.</i></p>	<p>Free text</p>
<p>Your Organisation's Mission and Purpose</p> <p>We are interested in your organisation's charitable purpose, and who you have been set up to work with and support.</p> <p>The answers provided will not be used as part of our assessment.</p>	
<p>Is there a specific community that your organisation is dedicated to serving? This might be referenced in your organisations' governing documents, strategy or public-facing materials.</p>	<p>- Yes - No</p>
<p>If you selected No to indicate that your organisation was not set up to support a specific community, please do not select any categories below and continue to the Leadership of the Organisation section below.</p> <p>If you selected Yes to indicate that your organisation was set up to support a specific community, please select below all groups of people that your organisation was set up to support.</p> <p>For every box that you tick, please select a further sub-category from the dropdown box immediately below, if applicable. Leave categories blank if they do not apply to your organisation.</p>	
<p>Communities experiencing ethnic or racial inequity, discrimination, or inequality Please select a single category from the drop-down box below, if applicable:</p>	
<p><i>Communities that experience inequity as a result of their race or ethnic group, which may be related to their national/geographical origin, skin colours, and other identities. This</i></p>	<p><None> - Communities experiencing ethnic or racial inequity - Black / African / Caribbean / Black British</p>

<i>can also be referred to as “Black, Asian and Minority Ethnic” or BAME</i>	<ul style="list-style-type: none"> - Mixed (White and Black, White and Asian, Any other mixed / multiple ethnic background - Asian / Asian British, Indian, Pakistani, Bangladeshi, Chinese, Any other Asian background - Arab - Jewish - Gypsy, Roma and Traveller communities - Any other ethnic group
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Faith communities

Please select a single category from the drop-down box below, if applicable:

<i>Active observers/believers of a religious faith or spiritual belief</i>	<ul style="list-style-type: none"> <None> - Catholic - Protestant - Other Christian denominations - Buddhist - Hindu - Jewish - Muslim - Sikh - Atheist - Agnostic - Other faith and belief
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Migrant

Please select a single category from the drop-down box below, if applicable:

<i>Groups who are first-generation and/or recent migrants to the UK</i>	<ul style="list-style-type: none"> <None> - Migrants - Asylum Seekers - Refugees - Undocumented People - Other Migrants
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Disabled People

Please select a single category from the drop-down box below, if applicable:

<i>People including those that identify as Disabled and those that have impairments which have a long-term impact on quality of life, and experience injustice as a result of social, political or physical barriers to participation</i>	<ul style="list-style-type: none"> <None> - Disabled People - Mental Health - Long-standing Illness or Health Condition - Mobility Impairments - Visual Impairment / Partial Sight / Sight Loss - Deaf / Hard of Hearing / Hearing Loss - Speech Impairment - Multiple Physical Impairment
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	<ul style="list-style-type: none"> - Learning Difficulty - Neurodiverse Cognitive Difference - Other Type of Disability or Impairment - Learning disability
Younger People (under 25)	
Please select a single category from the drop-down box below, if applicable:	
<i>People under 25</i>	<ul style="list-style-type: none"> <None> - Younger People - Under 2 years of age - 2-7 - 8-15 - 16-18 - 19-25
Older People (60 and older)	
Please select a single category from the drop-down box below, if applicable:	
<i>People aged 60 and over</i>	<ul style="list-style-type: none"> <None> - Older People (60 and older)
Women and Girls	
Please select a single category from the drop-down box below, if applicable:	
<i>People who identify and live as women and girls</i>	<ul style="list-style-type: none"> <None> - Women and girls
LGBT+ People	
Please select a single category from the drop-down box below, if applicable:	
<i>People with gender, sex and relationship diversity including but not limited to Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex, Asexual, Agender people</i>	<ul style="list-style-type: none"> <None> - LGBT+ People - Bisexual Men - Bisexual women - Gay men - Lesbian / gay women - Trans men - Trans women - Trans people - Non-binary people - Other LGBT+ people
People who are educationally or economically disadvantaged	
Please select a single category from the drop-down box below, if applicable:	
<i>People who identify as from an economically and/ or educationally disadvantaged</i>	<ul style="list-style-type: none"> <None>

<p><i>background, including working class backgrounds, with long-term impact on their life outcomes; also, people currently experiencing financial hardship</i></p>	<p>- People who are educationally or economically disadvantaged</p>
<p>Specific groups that are not included already If you selected the option above, please tell us which groups these are.</p>	
<p><i>Examples include men and boys, care experienced young people, carers, people recovering from alcohol addiction, sex workers, people whose first language is not English or who have problems reading.</i></p> <p><i>NB: If you are working in Wales with Welsh language speaking communities and individuals, please use this category to indicate this in the text box below.</i></p>	<p><i>Free text</i></p>
<p>Leadership of the Organisation</p> <p>We'd like to understand more about the leadership of the organisations that we're supporting. These questions will not be used as part of our funding decision.</p> <p>We'd like to understand if the majority of your organisation's leadership have a shared identity. By 'majority', we mean around 75% or more of your Board of Trustee or management committee AND 50% or more of senior staff self-identify with a specific community or characteristic.</p>	
<p>Does a majority of your organisation's leadership self-identify with a specific community or characteristic?</p>	<ul style="list-style-type: none"> - Yes - No - Prefer Not to Say
<p>If you selected No or Prefer Not to Say, please leave the boxes below blank, and continue to Section 5: Privacy Notice.</p> <p>If you selected Yes, please select from the categories below any groups that a majority of your leadership self-identifies with. You may select from multiple categories to reflect the makeup of your leadership, e.g.: Black + Mental Health + Young People + Women and Girls.</p> <p>For every box that you tick, please select a further sub-category from the drop down box immediately below, if applicable. Leave categories blank if they do not apply to your organisation.</p>	
<p>Communities experiencing ethnic or racial inequity, discrimination, or inequality Please tick this box if the majority of the people who lead or make the key decisions (usually senior management and Trustees) identify with this group. Then select a single category from the the drop-down box, if applicable.</p>	

<p><i>Communities that experience inequity as a result of their race or ethnic group, which may be related to their national / geographical origin, skin colours, and other identities. This can also be referred to as “Black, Asian and Minority Ethnic” or BAME</i></p>	<p><None></p> <ul style="list-style-type: none"> - Black / African / Caribbean / Black British - Mixed (White and Black, White and Asian, Any other mixed / multiple ethnic background - Asian / Asian British, Indian, Pakistani, Bangladeshi, Chinese, Any other Asian background - Arab - Jewish - Gypsy, Roma and Traveller communities - Any other ethnic group - Communities experience ethnic or racial inequity
<p>Faith communities Please tick this box if the majority of the people who lead or make the key decisions (usually senior management and Trustees) identify with this group. Then select a single category from the the drop-down box, if applicable.</p>	
<p><i>Active observers/believers of a religious faith or spiritual belief</i></p>	<p><None></p> <ul style="list-style-type: none"> - Catholic - Protestant - Other Christian denominations - Buddhist - Hindu - Jewish - Muslim - Sikh - Atheist - Agnostic - Other faith and belief
<p>Migrants Please tick this box if the majority of the people who lead or make the key decisions (usually senior management and Trustees) identify with this group. Then select a single category from the the drop-down box, if applicable.</p>	
<p><i>Groups who are first-generation and/or recent migrants to the UK</i></p>	<p><None></p> <ul style="list-style-type: none"> - Migrants - Asylum Seekers - Refugees - Undocumented People - Other Migrants
<p>Disabled People</p>	

Please tick this box if the majority of the people who lead or make the key decisions (usually senior management and Trustees) identify with this group. Then select a single category from the the drop-down box, if applicable.

<p><i>Including those that identify as Disabled and those that have impairments which have a long-term impact on quality of life, and experience injustice as a result of social, political or physical barriers to participation</i></p>	<p><None></p> <ul style="list-style-type: none"> - Disabled people - Mental Health - Long-standing Illness or Health Condition - Mobility Impairments - Visual Impairment / Partial Sight / Sight Loss - Deaf / Hard of Hearing / Hearing Loss - Speech Impairment - Multiple Physical Impairment - Learning Difficulty - Neurodiverse Cognitive Difference - Other Type of Disability or Impairment - Learning disability
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Young People

Please tick this box if the majority of the people who lead or make the key decisions (usually senior management and Trustees) identify with this group. Then select a single category from the the drop-down box, if applicable.

<p><i>People under 25</i></p>	<p><None></p> <ul style="list-style-type: none"> - Younger people - 16-18 - 19-25
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Older people (Over 60)

Please tick this box if the majority of the people who lead or make the key decisions (usually senior management and Trustees) identify with this group. Then select a single category from the the drop-down box, if applicable.

<p><i>People aged 60 and over</i></p>	<p><None></p> <ul style="list-style-type: none"> - Older People (60 and older)
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Women and Girls

Please tick this box if the majority of the people who lead or make the key decisions (usually senior management and Trustees) identify with this group. Then select a single category from the the drop-down box, if applicable.

<p><i>People who identify and live as women and girls</i></p>	<p><None></p> <ul style="list-style-type: none"> - Women and Girls
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LGBT+

Please tick this box if the majority of the people who lead or make the key decisions (usually senior management and Trustees) identify with this group. Then select a single category from the the drop-down box, if applicable.

<p><i>People with gender, sex and relationship diversity including but not limited to Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex, Asexual, Agender people</i></p>	<p><None> - LGBT+ - Bisexual Men - Bisexual women - Gay men - Lesbian / gay women - Trans men - Trans women - Trans people - Non-binary people - Other LGBT+ people</p>
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People who are educationally or economically disadvantage
 Please tick this box if the majority of the people who lead or make the key decisions (usually senior management and Trustees) identify with this group. Then select a single category from the the drop-down box, if applicable.

<p><i>Identify as from an economically and/ or educationally disadvantaged background, including working class backgrounds, with long-term impact on their life outcomes; also, people currently experiencing financial hardship</i></p>	<p><None> - People who are educationally or economically disadvantaged</p>
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Specific groups that are not included already
 If you selected the option above, please tell us which groups these are.

<p><i>Examples include men and boys, care experienced young people, carers, people recovering from alcohol addiction, sex workers, people whose first language is not English or who have problems reading.</i></p> <p><i>NB: If you are working in Wales with Welsh language speaking communities and individuals, please use this category to indicate this in the text box below.</i></p>	<p><i>Free text</i></p>
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Section 5: Privacy Notice:

You have provided us with information, including some personal data, in connection with your grant application and you may do so again in the future. We take the security of your personal data very seriously and we are required to make you aware of our policies about our use of your

personal data. Our privacy notice for applicants and grantees explains how, when and why we collect your personal data. This policy can be found on [our website](#), where it may be updated from time to time.

Privacy Notice Confirmation	Tick Box
Please confirm you have reviewed this privacy notice *	
Declaration: I declare that the information given in this application form is true and accurate to the best of my knowledge and belief. * Tick Box	Tick Box
End of 1st Stage Application Form	

2nd Stage Application Form

The 2nd stage application form has 3 sections:

- **Organisation Details** – guidance on page 15 of this document
- **Your Application** – guidance on pages 15 - 17 of this document
- **Attachments** – guidance on page 17 and 18 of this document

Section 1: Organisation Details:	
<i>Some of the information below has been populated from your 1st stage application. You are able to make changes which will replace the original details provided.</i>	
1. Organisation Name *	
2. Organisation Legal Name if Different	
3. Address: a. Number and Street b. Town/City c. Postcode	
4. Telephone Number	
5. Website Address *	
6. Charity Registration Number *	
7. Company Registration Number *	
8. Number of Paid Staff	
9. Number of Full Time Staff *	
10. Number of Part Time Staff *	
Number of Volunteers	
11. Living Wage	
We are a Living Wage Friendly Funder, which means we are committed to tackling low pay by encouraging the organisations we support to pay the real Living Wage. You can find out more about the Living Wage here.	
1. Are you a Living Wage Employer?*	Yes/No
2. Use this box to provide any additional detail about your Living Wage Employer status.	
Personal Details:	
1. First Name*	
2. Last Name*	
3. Job Title*	
4. Email Address*	

Section 2: Your Application:	
<i>Some of the information below has been populated from your 1st stage application. You are able to make changes which will replace the original details provided.</i>	
1. Please tell us how much you are applying for? *	<i>All requested amounts are in £ sterling. Enter numerical value only, no spaces or commas.</i>

2. Please confirm the number of months that your requested funding would cover? *	<i>Describe in months e.g. 2 years is 24 months</i>
3. Please add the requested amount per year for the required years: Year 1 Requested amount Year 2 Requested amount Year 3 Requested amount	
4. Please provide a short summary of what you expect the grant will help you achieve	<i>Word Limit: 150</i>
5. Any changes? Please include details of any material changes which may be likely within the next six months which may affect a grant, for example changes in key staff or loss of strategic funding, and how you plan to address them. Please provide an explanation if there have been any changes in the requested amount or the work from your first stage application.	
<p>Written Portion:</p> <p>We would like to you complete a second stage application. The proposal should be a maximum of four sides of A4 paper.</p> <p>We ask you to use the following headings.</p> <ul style="list-style-type: none"> • Your organisation <p>Please give a brief description of your organisation, detailing the activities and services that you provide and how your work has national significance. Briefly explain the difference your work makes. This can be from, for example, reviews, awards and other feedback, case studies, statistics or your contribution to changes in policy and/or practice.</p> <ul style="list-style-type: none"> • Your work <p>Describe the work you want to do, why it is important and why you are well placed to do this. We would like to hear about your track record, what other organisations are doing and how you relate to and complement this. Explain your project in more detail or, if the request is for core costs, outline your main activities/areas of work.</p> <ul style="list-style-type: none"> • Fit with our guidelines <p>Please highlight how this work fits our general criteria and those for the specific category you are applying under.</p> <ul style="list-style-type: none"> • Learning and risk <p>Please explain how you will monitor your progress and judge success. We are also interested in hearing about any plans you have to share your experience with others and how you will do this. Please identify any risks which could affect progress and say how you might minimise them.</p> <ul style="list-style-type: none"> • What happens when the grant ends? 	

Tell us if your work is time limited or indefinite. If you plan to continue it after our grant, how do you plan to do this?

You can download the guidance from here: <https://ellerman.org.uk/guidance-notes>

Once you have completed your second stage application, please upload the document using the upload link below.

Outcomes:

We would like you to identify up to three things you plan to achieve or make progress towards by the end of the grant. They might be differences in people's lives, creating successful programmes or changes in policy or practice. If we make a grant, we will ask you to use these three points as the basis for your progress reports to us, so we can both learn from what happens.

Outcome 1	
Outcome 2	
Outcome 3	

Finances: Please complete the Finance Sheet which can be downloaded here: <https://ellerman.org.uk/finance-sheet>

Once completed please use the link below to upload the document.

Declaration: I declare that the information given in this application form is true and accurate to the best of my knowledge and belief.

Tick Box

Section 3 Attachments

Along with your application please attach the following documents:

1. A copy of your latest approved annual report and accounts (if they were not sent with the initial application)
2. A cash flow forecast for the organisation.
3. An income and expenditure budget for the organisation for the current financial year, showing which funding is secured.
4. Income and expenditure budgets for the period of the grant required, showing which funding is secured.
5. A project budget, if you are applying for one, for the period of the grant required.
6. A job description and person specification for any new post/s that you want us to fund.
7. A copy of your Safeguarding Policy. If your organisation does not have one, please tell us briefly why.
8. A copy of your Sustainability Policy, or equivalent, e.g. you might refer to the policy as a Green Policy or an Environment Policy. If your organisation does not have one, please tell us briefly why.

9. Please include any other policies you think are relevant to your application.

We will share this information with the visiting trustee or staff member before your visit, and they may have further questions on the day. These additional documents will be printed for our Trustees and will not be available electronically. Therefore, please ensure that they are formatted to print correctly on A4 pages so that all the information is legible. Providing the documents in PDF format is preferred which ensure that no information is lost or missed when printing the documents.

Upload

The maximum size for all attachments combined is 25 Mb. Please note that files with certain extensions (such as "exe", "com", "vbs" or "bat") cannot be uploaded.

End of 2nd Stage Application Form