

## 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 - 10 of this document
- **Privacy Notice** – guidance on page 11 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 is 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.

<b>Adjustments</b> <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	
<b>Section 1: Organisation Details:</b>	
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

<b>Personal Details:</b>	
1. First Name	
2. Last Name	
3. Job Title	
4. Email Address	

<b>Section 2: Your Application:</b>	
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 relevancy 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"> <li>• A brief summary of your organisation's aims and activities.</li> <li>• How your proposal meets our requirement that the work is of national significance.</li> <li>• What you would like us to fund and why you are best placed to do this work.</li> <li>• How your proposal fits the criteria for the relevant category you are applying under.</li> </ul>	
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".	

<b>Section 3: Financial Information:</b>	
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 most recent audited accounts. *	<i>Accept files in word, Excel and PDF format</i>
3. If the year-end date of your accounts is more than 10 months ago, please upload your latest management accounts.	<i>Accept files in word, Excel and PDF format</i>
Additional financial information If there is something unusual in your accounts such as	<i>Total words: 500</i>

significant surplus or deficit or unusually high or low reserves, please explain this briefly.	
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#### **Section 4: Diversity, Equity and Inclusion (DEI)**

##### **What is Diversity, Equity and Inclusion (DEI)?**

You may have heard of DEI before as meaning ‘diversity, equality and inclusion’. We believe ‘equity’ is better. We know people have different starting points and we want to tailor our funding to avoid any ‘disparity’ - that is, any lack of fairness. ‘Equality’ is about treating people in the same way. But ‘equity’ is about fairness and justice. If we treat everyone in the same way, funding programmes will not reach people in an equal or fair way. ‘Diversity’ is about including various aspects of the differences between people. These differences can include:

- race and ethnicity
- faith
- sexual orientation
- disability
- age
- gender

‘Inclusion’ is about helping people feel valued. It’s also about making sure they can take part in decision-making processes.

##### **Why are we asking these questions?**

We want to get better at diversity, equity and inclusion. To support this, we have adopted the DEI Data Standard, which has been produced by the DEI Data Group. This is an independent working group of funders, including trusts and foundations, committed to adopting the same framework for capturing DEI data. You can find out more about the group and the standard here:

<https://www.funderscollaborativehub.org.uk/collaborations/dei-data-standard>

Please note that this version of filling out 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.

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 as the basis of individual funding decisions. There is no judgment or preference for particular responses.

If you are successful in being awarded a grant, then the responses you provide in this section may be included in data published about our grants to support our transparency and accountability on

our grantmaking. If this may cause any issues, then you will have an opportunity to prevent this data from being shared externally.

Do Not Publish DEI Data

### How We'll Use Your Information

The information in this section is only to find out if we're reaching all the people we're trying to. Your answers will not be used to help us decide whether or not to award you a grant.

The collated data from these answers may be made available through information we publish about the grants we award, including on other websites like [360 Giving GrantNav](#). The data will be linked to your organisations name and will be publicly available.

If you would not like your data to be published, then please check the box below:

User Acknowledges DEI Data Use

### 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. \*

### Your Organisation's Vision & Mission

We are interested in learning more about why your organisation was set up, and who you have been set up to work with and support.

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

Is there a specific community that your organisation is dedicating to serving? This might be referenced in the governing documents, strategy or public facing materials. Please edit the list below to reflect who your organisation is intended to support

- Communities experiencing ethnic or racial inequity, discrimination or inequality
- Faith communities
- Migrants
- Disabled people
- Older people (60 and over)
- Younger people (under 25)
- Women and girls
- LGBT+ people
- People who are economically or educationally disadvantaged
- Other specific groups not included in this list.

Please tick this box if your organisation has been set up to support a specific community.	
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If you ticked the box above, please progress to the next page where you will be able to identify the communities that your organisation supports.

NB: If your organisation doesn't support a specific community please progress to the "Leadership of the Organisation" tab above.

Supported Groups Please select all groups of people that the majority (which in this case means 75% or more) of your work supports. For every box that you tick, please select a further sub-category from the drop down box immediately below. Leave categories blank if they do not apply to your project or organisation.

You may select from multiple categories to reflect the focus of your organisation eg: Black + Mental Health + Young People + Women and Girls.

**Communities experiencing ethnic or racial inequity, discrimination, or inequality**  
 If you tick this box, please select a single category from the drop down box below:

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> - Multiple groups 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
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**Faith communities**  
 If you tick this box, please select a single category from the drop down box below:

Active observers/believers of a religious faith or spiritual belief	<None> - Catholic - Protestant - Other Christian denominations - Buddhist - Hindu - Jewish - Muslim - Sikh - Atheist - Agnostic
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	- Other faith and belief
<b>Migrants</b>	
If you tick this box, please select a single category from the drop down box below:	
Groups who are first-generation and/or recent migrants to the UK	<None> - Migrants - Asylum Seekers - Refugees - Undocumented People - Other Migrants
<b>Disabled People</b>	
If you tick this box, please select a single category from the drop down box below:	
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> - 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
<b>Younger People (under 25)</b>	
If you tick this box, please select a single category from the drop down box below:	
People under 25	<None> - Younger People - Under 2 years of age - 2-7 - 8-15 - 16-18 - 19-25
<b>Older People (60 and older)</b>	
If you tick this box, please select the single category from the drop down box below:	
People aged 60 and over	<None> - Older People (60 and older)
<b>Women and Girls</b>	
If you tick this box, please select the single category from the drop down box below:	

People who identify and live as women and girls	<None> - Women and girls
<b>LGBT+</b> If you tick this box, please select a single category from the drop-down box below:	
People with gender, sex and relationship diversity including but not limited to Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex, Asexual, Agender people	<None> - LGBT+ - Bisexual Men - Bisexual women - Gay men - Lesbian / gay women - Trans men - Trans women - Non-binary people - LGBT+ people I'd describe in another way - Trans people
<b>People who are educationally or economically disadvantaged</b> If you tick this box, please select the single category from the drop-down box below:	
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	<None> - People who are educationally or economically disadvantaged
<b>Specific groups that are not included already</b> If you selected the option above, please tell u which groups these are.	
<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>  <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>	<i>Free text</i>
<b>Leadership of the Organisation</b>  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. We'd like to know if most of the people who lead or make the key decisions in your organisation belong to one specific group. For	

example, 75% or more of your board of trustees or management committee might be from a specific group. And 50% or more of senior staff self-identify as from a specific community or having a characteristic.

For every box that you tick, please select a further sub-category from the drop down box immediately below. Leave categories blank if they do not apply to your organisation.

You may select from multiple categories to reflect the makeup of your leadership, eg: Black + Mental Health + Young People + Women and Girls.

Please only tick this box if the leadership of your organisation doesn't belong to one specific group.	<i>If you tick this box, you don't need to fill in any further details below.</i>
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**Prefer not to say**

If you would rather not select an option below, please tick this box.

*If you didn't tick one of the boxes above of 'no specific group' or 'prefer not to say', please select the relevant options below:*

**Communities experiencing ethnic or racial inequity, discrimination, or inequality**

If you tick this box, please select a single category from the drop down box below:

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> - Multiple groups 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 <None> Communities Experiencing Ethnic or Racial Inequity Communities Experiencing Ethnic or Racial Inequity -Multiple groups experiencing ethnic or racial inequity
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**Faith communities**

If you tick this box, please select a single category from the drop-down box below:



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 belief
<b>Migrants</b> If you tick this box, please select a single category from the drop down box below:	
Groups who are first-generation and/or recent migrants to the UK	<None> - Migrants - Asylum Seekers - Refugees - Undocumented People - Other Migrants
<b>Disabled People</b> If you tick this box, please select a single category from the drop down box below:	
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> - 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
<b>Young People</b> If you tick this box, please select a single category from the drop-down box below:	
People under 25	<None> - Younger people - 16-18 - 19-25

<b>Older people (Over 60)</b>	
If you tick this box, please select the single category from the drop down box below:	
People aged 60 and over	<None> - Older People (60 and older)
<b>Women and Girls</b>	
If you tick this box, please select the single category from the drop down box below:	
People who identify and live as women and girls	<None> - Women and Girls
<b>LGBT+ People</b>	
If you tick this box, please select a single category from the drop down box below:	
People with gender, sex and relationship diversity including but not limited to Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex, Asexual, Agender people	<None> - LGBT+ - Bisexual Men - Bisexual women - Gay men - Lesbian / gay women - Trans men - Trans women - Non-binary people - LGBT+ people I'd describe in another way - Trans people
<b>People who are educationally or economically disadvantaged</b>	
If you tick this box, please select the single category from the drop down box below:	
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	<None> - People who are educationally or economically disadvantaged
<b>Specific groups that are not included already</b>	
If you selected the option above, please tell us which groups these are.	
<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>	<i>Free text</i>
<i>NB: If you are working in Wales with Welsh language speaking communities and</i>	

<i>individuals, please use this category to indicate this in the text box below.</i>	
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<b>Section 5: Privacy Notice:</b>	
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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 <a href="#">our website</a> , where it may be updated from time to time.	
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Privacy Notice Confirmation	Tick Box
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Please confirm you have reviewed this privacy notice *	
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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
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<b>End of 1st Stage Application Form</b>	
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## 2nd Stage Application Form

The 2nd stage application form has 3 sections:

- **Organisation Details** – guidance on page 1 of this document
- **Your Application** – guidance on pages 2 and 3 of this document
- **Attachments** – guidance on page 4 of this document

<b>Section 1: Organisation Details:</b>	
<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. <a href="#">You can find out more about the Living Wage here.</a>	
1. Are you a Living Wage Employer?*	Yes/No
2. Use this box to provide any additional detail about your Living Wage Employer status.	
<b>Personal Details:</b>	
1. First Name*	
2. Last Name*	
3. Job Title*	
4. Email Address*	

<b>Section 2: Your Application:</b>	
<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><b>Written Portion:</b></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"> <li>• Your organisation</li> </ul> <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"> <li>• Your work</li> </ul> <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"> <li>• Fit with our guidelines</li> </ul> <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"> <li>• Learning and risk</li> </ul> <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"> <li>• What happens when the grant ends?</li> </ul>	

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 2<sup>nd</sup> Stage Application Form**