

## 1<sup>st</sup> and 2<sup>nd</sup> Stage Application Forms

This document outlines the questions asked and data that is requested at the 1<sup>st</sup> and 2<sup>nd</sup> stages of the application process, respectively. These forms are used to assess applications for the three core programmes of funding available through the Foundation (Performing Arts, Environment and Social Action).

*NB: Sections with an asterisk (\*) indicate that they are required, and you will not be able to submit the form without filling them in.*

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

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

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

Please email [applications@ellerman.org.uk](mailto:applications@ellerman.org.uk) if you have any remaining questions related to the application procedures at the John Ellerman Foundation.

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## 1<sup>st</sup> Stage Application Form

### Page 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

## Page 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. Based on your selection above please select which sub-categories best fit your proposal. \*  
*NB: Please only choose sub-categories that are related to the programme area you selected above. You may select up to three sub-categories.*
  
3. In what region(s) will your proposed work have an impact? \*  
*NB: You may choose up to six regions.*
  
4. Please tell us how much you are applying for? \*  
*All requested amounts are in £ sterling. Enter numerical value only, no spaces or commas.*
  
5. Please confirm the number of months that your requested funding would cover? \*  
*Describe in months e.g. 2 years is 24 months*
  
6. Please say what the grant will be spent on e.g. CEO salary / core costs. \*  
*Total words: 20*
  
7. Please complete a two A4 page proposal using the following headings:
  - 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".

## Page 3:

### Financial Information:

1. Annual income from your latest financial accounts \*  
*Please enter the exact total annual income figure. Please input using a £ sign, separator and decimal point e.g.: "£1,000,000.00"*
  
2. Please upload your most recent audited accounts. \*  
*Accept files in word, Excel and PDF format*
  
3. If the year-end date of your accounts is more than 10 months ago, please upload your latest management accounts.

*Accept files in word, Excel and PDF format*

Additional financial information

If there is something unusual in your accounts such as significant surplus or deficit or unusually high or low reserves, please explain this briefly.

*Total words: 500*

**Page 4:**

**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**

Please confirm you have reviewed this privacy notice \*

*Tick Box*

**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*

*END OF 1<sup>ST</sup> STAGE APPLICATION FORM*

## 2nd Stage Application Form

### Page 1:

#### Organisation Details:

*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.*

1. Organisation Name
2. Organisation Legal Name if Different  
(Pre-populated from the 1<sup>st</sup> Stage Form)
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 \*
11. Number of Volunteers \*

#### Personal Details:

1. First Name \*
2. Last Name \*
3. Job Title \*
4. Email \*

### Page 2:

#### Your Application:

*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.*

1. Please tell us the total amount you are applying for?  
*All requested amounts are in £ Sterling. Enter numerical value only, no spaces or commas.*
2. Please confirm the number of years that your requested funding would cover?  
*Describe in months e.g. 2 years is 24*
3. Please add the requested amount per year for the required years  
Requested amount Year 1  
Requested amount Year 2  
Requested amount Year 3
4. Please provide a short summary of what you expect the grant will help you achieve

*Word Limit: 150*

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.

**Written Portion:**

We would like to you complete a second stage application. The proposal should be a maximum of four sides of A4 paper.

We ask you to use the following headings.

- **Your organisation**

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.

- **Your work**

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.

- **Fit with our guidelines**

Please highlight how this work fits our general criteria and those for the specific category you are applying under.

- **Learning and risk**

Please explain how will you 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.

- **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](#)

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](#). 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*

**Page 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. 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*