

The Laywell Matthey Trust Ltd

GRANT APPLICATION FORM

Please include a covering letter with the application. Please ensure that other than contact details for the organisation, the grant application form is anonymised, i.e., no personal information about third parties is provided by way of example.

The Laywell Matthey Trust Ltd (the Trust) will carry out due diligence checks on applications which meet our funding criteria as part of the final decision-making process.

The Trust may carry out best practice checks on applicant organisations' accounts, governance, or safeguarding arrangements. The Trust will also carry out checks against publicly available information e.g., on the Charity Commission website and at Companies House.

All supporting documents must be supplied with the application form. The Trust may request further information.

About Your Organisation

1)Date of application:	
2)Name of organisation:	
3) Have you previously applied to us for funds	Yes – go to question 4 No – go to question 5
4) Are any details different to previous applications	Yes- complete questions 5-24 as appropriate No – go to question 25
5)Please state if affiliated to or part of a larger organisation or charity:	
6)Legal status of organisation:	
7)Charity No/ CIC No /Company No or other:	
8)Full postal address:	
Postcode:	
9)Main contact person for this application and position in organisation:	
10)Telephone:	
11)Email:	
12)Website details:	
13)Does the organisation have a UK bank account in the name of the organisation with at least two unrelated signatories?	
14)Does the organisation's management committee, board of trustees or board of directors contain at least three unrelated people as members?	

15) Is the organisation inspected by an outside agency, such as Ofsted or the CQC? Please state details of the outside agency.	
16) What was the date of the last inspection by this agency and the outcome?	
17) Is the organisation currently subject to any pending regulatory investigation or enquiry? If yes, please provide additional information.	
18) Please describe the main activities of the organisation.	
19) In which year did the organisation start?	
20) How is the organisation funded?	
21) Does the organisation comply with the Charity Governance Code and the Code of Fundraising Practice?	
22) How many volunteers are involved in the organisation?	
23) How many full-time staff does the organisation employ?	
24) How many part-time staff does the organisation employ?	

25)Safeguarding

Does the organisation have a Safeguarding Policy and/or policies for the protection of children and/or adults at risk?

All safeguarding policies should be compliant with Charity Commission guidance and demonstrate that reasonable steps are being taken to protect people who come into contact with the organisation from harm.

Safeguarding policies are expected to include:

- Definitions of safeguarding
- Types and signs of abuse and harm
- Clear procedures for reporting safeguarding
- The name and contact details for the person/persons responsible for safeguarding
- Details of local safeguarding partners
- Procedures for undertaking appropriate checks on staff, volunteers and trustees to ensure their suitability, including, but not limited to, procedures for ensuring appropriate DBS checks are undertaken.

Please note that the Trust may request a copy of the organisation's Safeguarding Policy and reserves the right to ask further questions regarding the safeguarding arrangements in place if it considers this necessary.

Safeguarding Declaration

Please confirm that the management committee, board of trustees, or board of directors are satisfied that:

- The organisation's Safeguarding Policy includes the protection from harm of all those who come into contact with the organisation as well as protecting children and adults at risk from harm;
- All safeguarding policies and procedures in place are up to date and appropriate for the activities of the organisation;
- The organisation undertakes appropriate checks on staff, volunteers and trustees and meets all statutory requirements for carrying out DBS checks;
- All staff, volunteers and trustees have undertaken appropriate safeguarding training, including regular refresher training;
- The organisation's safeguarding arrangements are reviewed at least once annually by the board.

Please confirm that the person signing this form has the authority of the management committee, board of trustees or directors to make the safeguarding declaration.

26)Funding Request

Please give a short summary of the project for which the organisation is seeking funding.
(Detailed information may be included on a separate sheet, if applicable –no more than 2 sheets of A4).

What is the total funding required for this project?

What funding is requested from the Laywell Matthey Trust?

What funding is sought from others? Please provide details on a separate sheet, if applicable.

How much has the organisation raised so far?

How many people with a disability would benefit from the funds in total?

How many people with a disability might benefit each week from the organisation's activities?

Please state the expected age range of people that will benefit from the funds.

Please state where the organisation expects the beneficiaries to be located. In accordance with the Trust's Grant Making Policy, the Trustees are only considering applications which provide a benefit to people living in Brixham and its environs.

Please provide a budget or costings for the project.

If the project is for building works, have all necessary planning consents been obtained?	
If full funding is not received, can the project be scaled down? If so, in what way?	
Where appropriate describe how the ongoing running costs will be met once the project is complete.	
27) Is the funding request for the benefit of a private individual	Yes - go to section (29) Declaration No – Go to section (28) Finance
28) Finance	Please supply a copy of the latest Balance Sheet and Profit & Loss account
Is filing up to date? If not please explain why.	
Please explain any qualified audit or independent examiners report	
<p>29) Please sign and date the following declaration.</p> <p>To the best of my knowledge, all information that I have provided in this application is correct.</p> <p>I agree that should any of the information provided within this application change prior to or, if successful, during the delivery of the project for which funding is awarded, I will update the Trust as soon as reasonably practicable. This includes if the organisation becomes subject to any regulatory investigation or enquiry.</p> <p>I confirm that I have the authority of the board of the management committee/trustees/directors (please delete as applicable) to submit this application, and to sign the safeguarding declaration.</p> <p>Signature:</p> <p>Print name:</p> <p>Position in the organisation:</p> <p>Date:</p>	

National Charity

If the organisation is a National Charity please supply details, on a separate sheet, of the structure of the organisation within the South West.

Outcomes Monitoring

If the application is successful THE LAYWELL MATTHEY TRUST LIMITED will require a report 12 months from receipt of the grant indicating how many persons with a disability have been helped and how.

Data Protection

Here at the Trust, we take privacy seriously and will only use any personal information as part of the grant application and grant making process. We will not share any personal information with any third party unconnected with the Trust unless we are legally required to do so. We will retain personal information for no longer than is reasonably necessary, and for no longer than legally required in line with standard limitation periods.

You can find the full version of our privacy policy online – www.laywellmattheytrust.co.uk/privacy-notice

Next Steps

Please keep a copy of this application for your records and send the application via email to:

secretary@laywellmattheytrust.co.uk

Please ensure that you include the following:

- A signed cover letter on headed paper
- A signed copy of the application form
- Supporting information, as applicable

Please submit the application and supporting documents electronically. If you are unable to do so, or if you have any queries regarding the application, please contact us via email using:

secretary@laywellmattheytrust.co.uk