Ulverscroft Foundation Grant Application Form

Before completing this application form please ensure you have read the Grant Application Guidelines you will find on **our website**.⬀

Please ensure you answer all questions or your application may not be considered.
If you are unable to complete a section please indicate why.

Applications should be submitted alongside copies of your **audited accounts**, **safeguarding policy** and **equality policy** via email to **foundation@ulverscroft.co.uk**.

Your Details

Your Name

Job title

Email address

Telephone number

Your Organisation

Organisation name

Your department (if applicable)

Organisation address

Website domain (URL) (e.g. www.ulverscroft-foundation.org.uk)

Type of organisation

Please tick and provide details below.

Registration number:

Charity
(Registered with UK Charity Commission)

Non-UK charity

Other (Please specify)

Describe the aims and objectives of your organisation (100 words maximum)

Your Project

Title of your Project (20 words maximum)

Description of your Project

Provide an outline of the purpose and aims of your project. How will it help visually impaired people? What will a grant enable you to do over and above your normal day-to-day activities? How many visually impaired people will benefit from the project? (180 words maximum)

What are you going to do? Give a brief action plan (180 words maximum)

Project Manager

If someone other than yourself is to manage this project, please provide their details.

Name

Job title

Project milestones

Milestones are the events that mark significant changes and stages in the development of your project.

They will help us check that you have a clear plan to deliver your project on time and within budget.

Please give the start and end dates and any other key milestones for your project in the table below.

Milestone description (10 words maximum)	**Start date** (mm/yyyy)	**End date** (mm/yyyy)

Project costs

Total cost of the Project (GBP)

Total amount requested from the Ulverscroft Foundation (GBP)

Total cost breakdown

Please itemise the total costs of the project with a breakdown into different headings e.g. staffing costs, equipment, consumables and any other potential costs, publicity etc. Please be sure to include any items funded by sources other than The Ulverscroft Foundation. You can add up to 5 items as required.

Item description (e.g. staffing costs)	Item cost (GBP)

Other sources of funding

If you have secured any other sources of funding for this project or have applied for funding elsewhere, please indicate the details below. In the 'status' column, please indicate if funding is secured or pending.

Name of source	Total (GBP)	Status

Evaluation and feedback

How you will measure outcomes (100 words maximum)

Describe how you will measure and evaluate the intended outcomes of your project. Where possible, your outcomes should be specific, measurable and timed. Here is a simple example:

- *By [date], [a number of] people will have had an opportunity to have tried [our new item of technology]*
- *[A percentage] of people will agree that their confidence has improved as a result*
- *After [a certain time period], [a percentage] of people will still be using the technology*

What feedback do you expect to provide to the Ulverscroft Foundation about the progress and completion of the project? (100 words maximum)

Supporting documentation

Please provide copies of your **audited accounts**, **safeguarding policy** and **equality policy**. If necessary these can be in the form of scanned copies or photographs of the documents. You may also include a **covering letter**.

We do require this documentation, but if you are unable to include these documents at the time of making the application, please contact us via the contact information below.

Privacy

In order to comply with GDPR regulations, you must agree to the terms of our Privacy Policy. You can find this on **our website**.⧉

Please indicate you accept the terms of our Privacy Policy by ticking the checkbox below.

Do you accept the terms of our Privacy Policy?

☐ Yes, I accept the terms of the Privacy Policy

How to submit your application

Save your completed application form as a pdf document and email this, attaching copies of your supporting documentation to **foundation@ulverscroft.co.uk**.

If the filesize of your supporting documents is large, consider sending them in a separate email from your application.

For any queries regarding your application, please email Joyce Sumner via **foundation@ulverscroft.co.uk**.

You can also contact the Ulverscroft Foundation by post:

Ulverscroft Foundation,

The Green,

Bradgate Road,

Anstey,

Leicester,

LE7 7FU,

United Kingdom.