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**FULL APPLICATION FORM**

**Please note:**

* Save your form with your organisation’s name in the title (or your own name if an individual).
* Return this form as a Word document, not as PDF.
* Please don’t reformat this document. Data you enter should be 11pt, black and not bold.
* If a table or text box extends into the next page, that’s fine.
* Use word count to stay within word limits.
* Return this form and attachments to: application@emergencefoundation.uk
* Optional videos must be uploaded via the  [Video Upload](https://emergencefoundation.uk/grants/video-upload/) page on our website.
* We only consider 1-year funding at a time. However, you can apply subsequently for future years if you want. If you are planning to apply for multiple years, please indicate so in Section K. If your project simply runs slightly beyond 12 months, please indicate that too.

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| **SECTION A: CONTACT AND APPLICANT INFORMATION** |
|  |
| **Q1. Contact 1** (primary contact for this grant application) |
|  |  |
| Full Name |  |
| Address |  |
| Postcode |  |
| Telephone (mobile) |  |
| Telephone (home) |  |
| Telephone (work) |  |
| Email |  |
|  |
| **Q2. Contact 2** (secondary contact, only complete if there is one)  |
|  |
| Full Name |  |
| Telephone no. |  |
| Email |  |
|  |
| **Q3. Who is making this application?**  |
|  |
| **Q3a. Is this application made on behalf of an organisation?** *(Y=Yes/N=No)* |  |
| **Q3b. Is this application from an individual?** *(Y=Yes/N=No)* |  |
| *If Yes to 3b, please go to Q5e**If Yes to 3a, please complete the following details:* |
| Organisation name |  |
| Organisation address *(if there is one)* |  |
| Postcode: |  |
|  |
| Identify the position in the organisation (if any) of: |
| Contact 1 |  |
| Contact 2 |  |
|  |
| **Q4. Please identify** (Yes) **the type of organisation that you are and provide all registration numbers** |
|  |
| **Charity** | **Charitable Incorporated Organisation (CIO)** | **Community Interest Company CIC** (without shares) | **Voluntary or ‘Start-up’ not yet registered** |
|  |  |  |  |
|  |
| **Identify your relevant Registration number/s**  |  |
|  |  |  |  |
|  |  |  |
| **Company reg. no. if also applicable:** |  |

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| **SECTION B: APPLICANT FINANCES** |
| **0** |
| **Q5. Please provide the following financial information –** *if a Start-up go to Q5b; if individual go to Q5e* |
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| **Q5a. Annual income and expenditure data from your accounts** – pleaseprovide the dates and figures |
|  |
| **Last year: (dates)**  |  | **Previous Year: (dates)** |  |
| Annual income | Annual expenditure | Annual income | Annual expenditure |
| £  | £  | £  | £  |
|  |
| Current level of Restricted reserves | £  |
| Current level of Unrestricted reserves | £  |
|  |
| Has your turnover in the last 3 years exceeded £500,000? *(Yes/ No)* |  |
|  |
| **Q5b. Please provide** either your last 2 years accounts **or** if less than 12 months in existence/ a start-up organisation, provide a simple, annual projection of income and expenditure. Place a ‘Yes’ in either one of the boxes below to indicate which are available and included: |
|  |
| Accounts included |  | Projection included |  |
|  |
| **Q5c. We have a bank account in the name of the organisation** *(Yes/No)* |  |
| **Q5d. It requires 2 unrelated signatories to release funds** *(Yes/No)* |  |
| **Q5e. Individual** **applicants: I have a bank account in my name**  *(Yes/No)* |  |
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| **SECTION C: PROJECT & BENEFICIARIES LOCATION** |
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| **Q6. Where is the project located?**  |
| *Help note: the list of eligible countries is provided in ‘Criteria for Applications’. Please also note we expect you to comply with requirements of the UK Charity Commission as well as local regulations if based outside the UK. (Other beneficiary details are required at Q14).**:::::Desktop:link-12.gif* [Criteria for Applications](https://emergencefoundation.uk/grants/criteria-for-applications/#area-of-benefit) |
|  |
| 6a. Identify every country in which the project will operate*Note: these must all be in the ‘*[*eligible countries*](https://emergencefoundation.uk/grants/guidance-for-applicants/criteria-for-applications/#area-of-benefit)*’ list* |  |
| 6b. Identify the region and/or cities and /or local areas in which the project will take place |  |
| 6c. If the beneficiaries do not reside in the above locations (6a & 6b), please identify where they live |  |

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| **SECTION D: YOUR PROJECT** |
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| **PERSONAL STATEMENT: We would like to know what it is that inspires you to do this project? What, at the deepest level, would you like to achieve?** (max 200 words) |
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| **Q7. Please provide a short project title** (max 10 words).  |
| *Important note: the name you give us will be how we will refer to your project in our administration and any publicity.* |
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| **Q8.** **Please provide a brief summary or description of your project** (max 200 words) |
| *Important note: your wording will be how we describe your project in our administration and any publicity.* |
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| **Q9. Please identify the main aims of your project** (max 25 words per aim) |
| *Help note: Your project may, of course, have several different aims. You may identify up to 5 different ones. ‘Aims’ explain what you are trying to achieve and will often be similar to/link directly to your outcomes. :::::Desktop:link-12.gif* [Aims & Outcomes](https://emergencefoundation.uk/grants/aims-outcomes/) |
|  |
| Aim 1 |  |
| Aim 2 |  |
| Aim 3 |  |
| Aim 4 |  |
| Aim 5 |  |

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|  |
| **Q10. How do the aims above fit with the EF aims?** (max 300 words) |
| *Help note: EF aims are: to support individuals and organisations who are inspired by a depth of purpose to improve the quality of life of individuals, enhance communities and benefit the environment through educational projects which affect a shift in consciousness or perspective that provides a force for positive change in the world.**:::::Desktop:link-12.gif* [Aims & Outcomes](https://emergencefoundation.uk/grants/aims-outcomes/)*:::::Desktop:link-12.gif* [Planning and Milestones](https://emergencefoundation.uk/grants/planning-and-milestones/)  |
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| **Q11. Type of Project** |
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| **Q11a. Which of the EF project types do you most closely align with?**  |
| *Help note: refer to the ‘Guidance for Applicants’, which details the 7 categories and sub-categories.* ***Identify no more than 3 of the most relevant****, simply using the number(s) and letter(s) from that list (e.g. 1c; 7b). If your answer is ‘None’ go to Q11b. NB this answer does not affect consideration of your project.**:::::Desktop:link-12.gif* [Aims & Outcomes](https://emergencefoundation.uk/grants/aims-outcomes/#types-of-projects) |
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| **Q11b. If you** **replied ‘none’ to Q11a, please describe your type of project in your own words** (max 100)  |
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| **Q12. Please tell us about the specific activities/actions that you will be doing** (max 300 words)  |
| *Help note: we are keen to understand what you will be doing, so you can be specific and detailed about your project’s activities. We’d like to know about the things you will be doing that will deliver the outcomes for beneficiaries.* |
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| **Q13. Please identify between 5 and 10 key milestones for your project, which will help demonstrate that your project is progressing as expected.** (Add additional rows as required.) |
| *Help Note: see website section ‘How to develop a good project’ for guidance.**:::::Desktop:link-12.gif* [Planning and Milestones](https://emergencefoundation.uk/grants/planning-and-milestones/) |
|  |
| **Item** | **Anticipated date** (month/year) |
| 1.  |  |
| 2.  |  |
| 3.  |  |
| 4.  |  |
| 5.  |  |

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| **SECTION E: THE BENEFICIARIES** |
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| **Q14. Please tell us who will benefit from this project.** (max 500 words) |
| *Help note: we would like to know about gender; ages; disabilities; any issues, etc. and the number of beneficiaries over the life of your project. If delivering ‘community’ benefit, please be specific about who and where.)* |
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| **SECTION F: OUTCOMES** |
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| **Q15. Please identify the outcomes (benefits) that your project will deliver.** You can state between 1 and 5 outcomes. (Max 30 words each)  |
| *Help note: tell us how the people (and/or community/ies) noted in Q.14 will benefit; what changes will occur as a result of your actions? Be specific, identifying each outcome separately and clearly. Note any standards or qualifications.**:::::Desktop:link-12.gif* [Aims & Outcomes](https://emergencefoundation.uk/grants/aims-outcomes/)*:::::Desktop:link-12.gif* [Planning and Milestones](https://emergencefoundation.uk/grants/planning-and-milestones/)  |
|  |
| Outcome 1 |  |
| Outcome 2 |  |
| Outcome 3 |  |
| Outcome 4 |  |
| Outcome 5 |  |
|  |
| **Q16. Please identify which EF outcomes your project will help deliver.**  |
| *Help note: use your outcome reference numbers (from Q15 above) in the boxes below to show how at least one of your outcomes delivers at least one EF outcome. You can use your outcomes more than once and/or put multiple numbers in one box below. It is not necessary for all your outcomes to meet our outcomes.**:::::Desktop:link-12.gif* [Aims & Outcomes](https://emergencefoundation.uk/grants/aims-outcomes/) |
| 1. Enhance beneficiaries’ inner enrichment, sense of meaning and purpose in life: catalysing conscious moral and spiritual development through a heartfelt connection to ‘other(s)’, nature, life, and a motivation to contribute positively to the future |  |
| 2. Create/inspire in beneficiaries the qualities of courage, inner strength, and a commitment to improving the lives of others |  |
| 3. Enable beneficiaries to discover a more holistic, integrated relationship to life; to collaborate with others in order to counter the partisan attitudes so prevalent  |  |
| 4. Address the current moral, spiritual, cultural, and /or environmental crises that endanger humanity and all of life, by developing practical, measurable, holistic solutions  |  |
| 5. Promote diversity and inclusion. This could be in any area including race, ethnicity, disability, gender, LGBTQ+, age, social disadvantage, religion or belief |  |
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| **SECTION G: NEED** |
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| **Q17. What issues will your project help address?** (max 500 words)  |
| *Help note: this means describing the problems or issues that the individuals or communities are facing and that your project plans to address.* |
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| **SECTION H: DEMAND** |
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| **Q18. How do you know there is a demand for this project?**(max 500 words) |
| *Help note: this might be survey data; questionnaires; waiting lists; expressions of interest; sign-up lists. It helps to show that the project is required and that there will be a good take-up of the opportunities/activities.* |
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| **SECTION I: PROJECT MANAGEMENT** |
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| **Q19. Please identify who will be managing the project (all individuals) and identify their experience in relation to the project being delivered and any relevant qualifications/training** (max 300 words) |
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|  |
| **Q20. Have you completed a risk assessment? If yes, please attach a copy** (Yes/No) |  |
| **If ‘Yes’ and you are attaching a copy of it to this application, go to Q22.** |
| **Q21. What are the main risks associated with your project and how will you mitigate (minimise) their impact and/or likelihood?**  |
|  |
| **Identify the main risks** | **Mitigation** (how you will minimise impact/likelihood) |
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| **Q22a. Will you be working with children or ‘adults at risk’?** (Yes/No) |  |
|  |  |
| **Q22b. If ‘yes’ tell us about your experience, training and/or policies and procedures you have, or will put in place, regarding these groups (enclose relevant documents with your application if they already exist and note any DBS processes, where relevant).** |
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|  |
| **Q23. Identify the types of insurances you have in place and/or those you intend to put in place that are relevant to this project.** Include copies of the dated certificates with your application. |
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| **SECTION J: MONITORING AND EVALUATION** |
|  |
| **Q24. Tell us how you will monitor and evaluate your project as it progresses.** (max 300 words) |
| *Help note: this is about how you will measure (monitor) your progress and achievements and so ultimately judge (evaluate) its success in achieving your aims and outcomes. This work is an eligible cost.* |
|  |
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| **SECTION K: PROJECT TIMING** |
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| **Q25. Identify the start and end dates for your project (month/year)** |
|  |
| Project start date |  |
| Project end date |  |
| Multi-year project? *(Yes/ No)* |  |
|  |
| **SECTION L: PROJECT COSTS** (use whole £’s only) |
|  |
| **Q26. Are you registered for recovery of VAT?** (Yes/No) |  |
|  |  |
| *Help note: if you’re VAT registered, we will not pay grant to cover VAT costs, so please ensure your costs do not include VAT. If not registered for VAT, then ensure you do include VAT, where applicable.* |
|  |
| **Q27. Please identify and itemise all project costs.** |
| *Help note: You must be specific about details: show all cost elements and calculations e.g. 2 staff for 2 days x 7 hours each day @ £10/hr =2 x 2 x 7 x £10 = £280.* |
|  |
| **Expenditure items**  | **Year 1** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Add more lines as necessary |  |
| Contribution to overheads *(\*See help note below)* |
|  |
| **Total Expenditure (ref ‘A’)** |  |
|  |  |
| **Q28. Do these figures above include VAT?** (Yes/ No) |  |
| \* *Help note: This can either be a max 10% of the project cost or a calculated sum. If applying for up to 10%, please provide a simple sheet detailing overheads. Please see the FAQ pertaining to overhead costs.* *:::::Desktop:link-12.gif* [FAQ](https://emergencefoundation.uk/grants/faq/) |
| **Q29. Please identify and itemise all project income (if any).**  |
|  |  |
| **Income**  | **Year 1** |
| Your own funds |  |
| Fundraising *(identify in-hand or projected)* |  |
| Grants *(put name of funder & identify if the grant is confirmed, applied for or not yet applied for). If confirmed, please attach copies of offer.* |  |
| Grant 1 |  |
| Grant 2 |  |
|  |  |
| Other: please specify (e.g. donations) |  |

|  |  |
| --- | --- |
| Other 1 |  |
| Other 2 |  |

|  |
| --- |
|  |
| *(add more lines as necessary)* |  |
|  |  |
| **Total Income (ref ‘B’)** |  |
|  |  |
| **Shortfall ‘C’ = (‘A’ minus ‘B’)**  |  |
|  |  |
| **Q30. How much grant do you want from EF?**  |  |
|  |  |
| *We expect the figure above at Q30 to equal the shortfall (‘C’) – if they don’t, then answer Q31.* |

|  |
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| **Q31. If the amount you’re seeking does not equal the shortfall, how you will make up the difference?** |
|  |  |
| **Description** | **Year 1** |
|  |  |
|  |  |
|  |  |
|  |
| **Q32. Are there any notional or ‘in-kind’ contributions to your project e.g. volunteer time; donated free resources? If so, please identify and quantify them, providing an estimated £ value:** |
|  |  |
| **Description** | **Year 1** |
|  |  |
|  |  |
|  |  |
|  |
| **DECLARATION** NA= Not applicable |
|  |
|  | **Yes / No / NA** |
| I have read the :::::Desktop:link-12.gif [Grants](https://emergencefoundation.uk/grants/) section on the website |  |
| The information provided in this form is an accurate representation of the facts, as I know them to be at the time of writing. |  |
| If an application from an organisation: I have been authorised by the organisation to make this application on their behalf |  |
|  |  |
| **DATA PROTECTION**  also see the:::::Desktop:link-12.gif [Privacy Policy](https://emergencefoundation.uk/privacy-policy/) on our websiteI understand that details in this form will be stored on a database for the purposes of considering my request for funding and that details from this form may be circulated in the EF organisation and with its professional advisors for the purposes of considering my application for funding. I understand that I can at any time request all my data in this application (including the video, if submitted) to be deleted – however, this will mean that EF cannot offer me funding. Your information will not be shared with any third parties. |  |
|  |  |
| **Signature:** |  |
| **Date:** |  |
|  |   |
| *After completing this box, change the font type of the signature and date to make it clear you understand and are giving your acceptance.* |
|  |
| **CHECKLIST** |
|  |
| *Please state Yes, No or Not applicable (NA) to all relevant questions set out below* |
|  |  |
| **FOR ALL APPLICANTS** | **Yes / No / NA** |
| I have attached copies of insurances (write ‘later’ if you will do this only when your bid is successful). |  |
| I have attached a copy of our risk assessment (if you answered ‘Yes’ to Q.20) |  |
| I have attached a sheet detailing our overhead costs (if claimed in expenditure, Q27.) |  |
| I have attached details of any grant offers noted in ‘Income’ (Q29). |  |
| I have uploaded/ am going to upload a video and read the :::::Desktop:link-12.gif [video guidance.](https://emergencefoundation.uk/grants/video-guidance/) |  |
| I confirm that the funds requested in this application will not be used for activities affiliated with or connected to the current teaching work of Andrew Cohen.\* (“Yes” to confirm) |  |
|  |  |
| **FOR ORGANISATIONS / START-UPS** |
| I have included 2 years annual accounts **or** … |  |
| … an annual income and expenditure projection (Ref Q5b) |  |
| I have included a copy of our constitution (Memorandum/ Articles of Assn etc) **or** … |  |
| … a copy of our draft constitution (for start-ups) |  |
|  |  |

*\*Please note: Projects affiliated with or connected to the current teaching work of Andrew Cohen are not eligible for funding. For information on why we have adopted this policy please refer to the*  [background page](https://emergencefoundation.uk/about/background/) *on our website.*