**Grant Application Guidelines**

**How to apply and funding guidelines**

**About Us**Thomas’s Foundation, a Charitable Incorporated Organisation (CIO), is an independent charity providing educational support and co-curricular opportunities in art, drama, music and sport for children in London, primarily the boroughs of Wandsworth, Lambeth, Kensington & Chelsea and Hammersmith & Fulham in the communities local to Thomas’s London Day Schools.

The aim of our programmes is to help build the self-esteem of our local primary school aged children. Our programmes focus on supporting the core skills of literacy and numeracy, and providing opportunities to access the co-curricular subjects of art, drama, music and sport improving creative thinking and mental and physical well-being.  
  
**Objectives**   
Through its grant funding Thomas’s Foundation supports projects that address inequalities in accessing educational opportunities. Successful applications will clearly demonstrate impact and reach young people who would not otherwise have access to the opportunities provided.

Successful projects will focus on achieving at least one of the objectives set out below:

* Increased self confidence
* Enhanced academic achievement
* Development of a new skill or talent
* Improved social skills
* Improved well being and fitness
* Inspired creativity

Typically grant funding is for one year with renewal based on evaluations and new application.

**How to apply**Please read funding guidelines in full before filling in our funding application form. Details of how you can apply are listed below.

How much can you apply for?  
Grants are available up to £6000, typically for one Year - the average grants are for £2500- £3000. We sometimes cannot fund the full cost of a project and you may need to raise funds from other sources.

When should you apply?  
The grant committee meets three times a year:

Applications should be submitted by:

* 31st October
* 28th February
* 6th June

Our Grant giving Committee will review applications:

* 1st November
* 1st March
* Mid June

If you would like assistance with your application - please contact your liaison or Thomas’s Foundation’s administrator, Lucy Horstead lhorstead@thomassfoundation.org.uk.

Decisions will be made within 7 - 10 days of the deadline and notification will be made by email together with details, terms and conditions of the grant offer and an acceptance form which must be signed and returned to us.  
 **Exceptional applications**Only in exceptional circumstances will applications be considered outside the review cycle. **Who and what will we fund?**   
We fund organisations undertaking charitable activities. You do not need to be a registered charity.

When assessing applications, we shortlist work that can demonstrate some of the following:

* The potential to have significant impact
* New and/or imaginative ways of tackling an issue
* Strong and meaningful engagement of children directly affected by inequality in educational opportunities
* Skills, experience and ability within the organisation to undertake the proposed work and that the work is of a high quality
* The organisation has a clear strategy for sharing best practice and learning
* Is open and accessible
* Enrichment to or enhancement of the core curriculum

**We are unlikely to support**

* Projects outside London (within our Community Partnerships programme)
* Applications from individuals
* Capital projects e.g. playgrounds/sports facilities
* Where Government funding is available
* From organisations which have fewer than three people on their governing body e.g. trustee board/management committee. We would normally expect more than three on a governing board
* From organisations which have fewer than three people on their governing body e.g. trustee board/management committee. We would normally expect more than three on a governing board
* For the promotion of religion.
* From organisations seeking to distribute grants on our behalf
* For work that has already taken place
* Projects to meet the core curriculum for which funding is expected to be required on an annual basis

**Evaluation**

* A self evaluation form must be completed for all funded applications
* The form is expected to be completed and submitted within one month of completion of the programme
* The Board of Trustees, or its delegate, will review evaluation forms on a periodic or sample basis
* Future funding applications will not be considered until complete evaluation forms have been submitted as these will be considered as evidence of impact and successful project management

**Thomas’s Foundation Grant Application Form**

|  |  |  |  |
| --- | --- | --- | --- |
|  | 1. **Project Overview** | |  |
|  | | | |
|  | Project Title |  |  |
|  | | | |
|  | Project Start Date |  |  |
|  | | | |
|  | Project End Date |  |  |
|  | | | |
|  | Total Budget |  |  |
|  | | | |
|  | Amount requested |  |  |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | 1. **Contact details** | |  |
|  | | | |
|  | Organisation name |  |  |
|  | | | |
|  | Charity number  (If applicable) |  |  |
|  | | | |
|  | Contact person |  |  |
|  | | | |
|  | Address |  |  |
|  | | | |
|  | Phone number |  |  |
|  | | | |
|  | Email |  |  |
|  | | | |
|  | Website |  |  |
|  | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 1. **Organisation Details** | | | | | | | | | | |  |
|  | How would you best describe your organisation? e.g. school; community group; association; society, other. | | | | | | | | | | |  |
|  |  | | | | | | | | | | |  |
|  | Please describe your organisation and its priorities. If you are a school, please indicate your current learning priorities. | | | | | | | | | | |  |
|  |  | | | | | | | | | | |  |
|  |  | | | | | | | | | | |  |
|  | When did your organisation start? | | | | | Month |  | | Year |  |  |  |
|  | | | | | | | | | | | | |
|  |  | Please confirm the information on the UK Charity Commission website is up to date (if applicable) | | | | | | | | | |  |
|  | | | | | | | | | | | | |
|  | Have you any family connection or other contact with Thomas’s Foundation and/or  Thomas’s London Day Schools | | | | | | | | | | |  |
|  |  | Yes |  | No |  | | |  | | | |  |
|  | If yes, please provide details: | | | | | | | | | | |  |
|  |  | | | | | | | | | | |  |
|  |  | | | | | | | | | | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 1. **Project details** | | | |  |
|  | Please explain the need and how this project addresses it and the expected input/outcome  (what evidence have you to support this?) | | | |  |
|  |  | | | |  |
|  | Outcomes: Please outline what difference your service or activity will make to pupils  (see guidance notes for information on outcomes – the differences or changes it will deliver) | | | |  |
|  |  | | | |  |
|  | How will you measure the impact?  (how will you know if you have achieved what you set out to do – how will you collect feedback?) | | | |  |
|  |  | | | |  |
|  | Please tell us what type of project you are proposing:  Please tick all the relevant areas of focus: | | | |  |
|  |  | Art |  | Dance |  |
|  |  | Music |  | Sport |  |
|  |  | Drama |  | Academic support, please specify |  |
|  | Why is the project important for your school or community?  Does it meet a defined need that has been expressed by a significant number of people?  Please explain | | | |  |
|  |  | | | |  |
|  | How will TF funds make a difference for this project? | | | |  |
|  |  | | | |  |
|  | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | 1. **Project details continued** | |  |
|  | Please indicate no more than two/three objectives and briefly explain how you will measure  them e.g increasing self confidence; raising academic achievement; developing a new skill  or talent; improving social skills; impacting health and fitness; encouraging creativity | |  |
|  | | | |
|  | Objective 1 |  |  |
|  | | | |
|  | Objective 2 |  |  |
|  | | | |
|  | Objective 3 |  |  |
|  | | | |
|  | Please outline the aims of your project.  Please note you will be required to report against these aims as part of the evaluation process.  Make them measurable: e.g. 40 children will attend drama classes; 80% of the participants will  increase their music skills by the end of the class | |  |
|  |  | |  |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | 1. **Project details continued** | |  |
|  | Please indicate how you will collect the information you will need to report against your stated aims (tick all that apply)  Your evaluation should be of use to you. Think about what you will need to ascertain in order to  know if your project was a success and how you can improve in future projects. This information  will need to be included in your final report. | |  |
|  |  | **Collection or information for impact measurement** |  |
|  |  | Questionnaires (e.g participants, project managers, etc.) |  |
|  |  | Number of participants involved recorded (e.g attendance records) |  |
|  |  | Number of visitors recorded (e.g attendance at events) |  |
|  |  | Academic reports (national curriculum levels, sats, etc.) |  |
|  |  | Photographs/filming |  |
|  |  | Other please specify |  |
|  | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 1. **Beneficiaries – who will benefit from the service or activity** | | | | | | |  |
|  | | | | | | | | |
|  | Total number of beneficiaries | |  | | | | |  |
|  | | | | | | | | |
|  | % FSM beneficiaries | |  | | | | |  |
|  | | | | | | | | |
|  | % EAL beneficiaries | |  | | | | |  |
|  | | | | | | | | |
|  | % SEN beneficiaries | |  | | | | |  |
|  | | | | | | | | |
|  | Of these, please estimate the number of beneficiaries by ethnicity | | | | | | |  |
|  | **White** | | |  | **Black or Black British** | | |  |
|  | | | | | | | | |
|  | British |  | |  | Caribbean | |  |  |
|  | | | | | | | | |
|  | Irish |  | |  | African | |  |  |
|  | | | | | | | | |
|  | Any other white background |  | |  | Other Black or Black British | |  |  |
|  | | | | | | | | |
|  | **Asian or British Asian** | | |  | **Other ethnic background** | | |  |
|  | | | | | | | | |
|  | Indian |  | |  | Chinese | |  |  |
|  | | | | | | | | |
|  | Pakistani |  | |  | Other | |  |  |
|  | | | | | | | | |
|  | Bangladeshi |  | |  |  | | |  |
|  | | | | | | | | |
|  | 1. **Staff & Volunteers** | | | | | | |  |
|  | How will you staff this project, including volunteers, if relevant? Who will lead this project?  Describe who will lead this project from your organisation and their experience in doing this.  Provide information on staff and teachers/trainers involved along with their credentials for  running this | | | | | | |  |
|  |  | | | | | | |  |
|  | | | | | | | | |
|  | How many members of staff will be involved in this project? | | | | |  | |  |
|  | | | | | | | | |
|  | How many volunteers will be involved in this project, if relevant? | | | | |  | |  |
| Who is the Project Lead? Please also tell us about their experience in leading this project | | | | | | | | |
|  |  | | | | | | |  |
|  | | | | | | | | |

|  |  |  |
| --- | --- | --- |
|  | 1. **Location** |  |
|  | Where will the project take place? Please confirm that you have permission to use this venue. |  |
|  |  |  |
|  | | |

|  |  |  |
| --- | --- | --- |
|  | 1. **Timetable** |  |
|  | If classes are being proposed on what specific days and times will these take place?  e.g. Wednesday at 4 pm |  |
|  |  |  |
|  | | |

|  |  |  |
| --- | --- | --- |
|  | 1. **Risks** |  |
|  | What are the risks associated with this project and how will they be mitigated? |  |
|  |  |  |
|  | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 1. **Marketing** | | | | |  |
|  | How will you market the project? | | | | |  |
|  |  | Posters – where will you distribute them | |  |  | |
|  |  | Text messaging | | | | |
|  |  | Social networking sites (facebook, twitter, instagram, others) | | | | |
|  |  | E-newsletters / school bulletins etc. | | | | |
|  |  | Flyers – where will you distribute them | |  |  | |
|  |  | Text messages | | | | |
|  |  | Media | | | | |
|  |  | Your own website | | | | |
|  |  | Other websites | | | | |
|  |  | Other – please give details: |  | |  | |
|  | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 1. **Budget** | | | |  |
|  | Please include budget information in the table below  Be clear about how you have arrived at the figures in your budget. For example, if you have  put £100 as a venue hire, please explain the hourly, or daily rate e.g. 2 hours at £50 per hour =  £100. All items must be clearly broken down, and must evidence value for money. | | | |  |
|  | Item | Breakdown  of Costs | Total amount  £ | Amount requested from TF  £ |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | | | | | |

`