**THOMAS’S FOUNDATION APPLICATION FORM**

**GRANTS OVERVIEW**

The Thomas’s Foundation (TF) is an independent charity providing educational and extracurricular opportunities for children in the local communities of the four Thomas’s London Day Schools (TLDS) in Battersea, Clapham, Fulham and Kensington.

Our current education, art, drama, music and sport programmes touch the lives of over 4,000 school children in these communities.

The aim of our programmes is to help build the self-esteem of our local primary school aged children. Our programmes also contribute to the development of their core skills such as reading and writing. We focus on developing these programmes to meet the greatest community needs.

**OBJECTIVES OF THOMAS’S FOUNDATION GRANTS**

Through its grants, TF is looking to support projects that have an impact on young people in their communities who would not normally have the opportunities provided. Successful projects will focus on achieving at least one of the objectives set out below including:

* Increased self confidence
* Enhanced academic achievement

* Development of a new skill or talent
* Improved social skills
* Better health and fitness
* Inspired creativity

TF tends to provide funds on an annual basis for up to 3 years. Funds will be renewed based on evaluations and a new application.

**HOW TO APPLY**

Applications should be submitted to a member of the TF Community Team in your area (Battersea, Clapham, Fulham and Kensington).

Please submit all applications electronically.

There are guidance notes throughout the application form in italics along with word limits. Please contact the TF Community Team in your area should you have any questions.

**IF YOUR APPLICATION IS SUCCESSFUL**

You will receive an email informing you of the grant offer. This may differ from the amount you have asked for. This will be followed by a contractual formal offer letter which you must sign and return.

**IF YOUR APPLICATION IS NOT SUCCESSFUL**

Your TF contact person will be in touch with you to provide feedback on why your application was declined.

**THOMAS’S FOUNDATION APPLICATION FORM**

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| Project Tile |  |
| Total Budget |  | Amount requested |  |
| How many years have you received TF support? |  |
| Project Start Date |  | Project End Date |  |

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| **SECTION A: YOUR DETAILS** |
| 1. **Contact details of the organisation applying for funds**
 |
| Contact name:  |  |
| Position:  |  |
| Organisation name:  |  |
| Address: |  |
| Telephone:  |  |
| Email:  |  |
| Website (if appropriate) |  |
| 1. **How would you best describe your organisation**
 |
| **School** |
| Community Group, association, society, etc |
| Registered charity, please give charity number |
| Youth Group |
| Other – please specify |
| 1. **When was your organisation established**
 | YEAR |  |
| 1. **Please describe your organisation and its priorities. If you are a school, please indicate your current learning priorities. (100 words)**
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| **SECTION B: THE PROJECT** |
| 1. **Please tell us what type of project you are proposing (mark all relevant):**
 |
| **Primary** | **All Relevant Secondary** | **Project’s Area of Focus** |
|  |  | Art |
|  |  | **Music Dance** |
|  |  | Drama |
|  |  | Sport |
|  |  | Academic support | What area(s):  |  |

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| 1. **Please explain what you would like to do (e.g. activities to be carried out) (approx. 150 words).**
 |
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| 1. **Please indicate no more than two / three objectives and briefly explain how you will measure them.**
 |
| **Please Tick** | **Objective** | **Explanation** |
|  | **Increasing self confidence** |  |
|  | Raising academic achievement |  |
|  | **Developing a new skill or****talent** |  |
|  | Improving social skills |  |
|  | **Impacting health and fitness** |  |
|  | Encouraging creativity |   |
| 1. **Please outline the aims of your project (150 words).**
 |
| Please note you will be required to report against these aims as part of the evaluation process.Make them measurable: 40 children will attend drama classes; 80% of the participants will increase their music skills by the end of the class |
|  |
| 1. **Please indicate how you will collect the information you will need to report against your states aims? (mark 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. |
| **Please Tick** | **Collection of Information for Impact Measurement** |
|  | **Questionnaires** (e.g. participants, project managers, etc) |
|  | **Number of participants involved recorded** (.e.g. attendance records) |
|  | **Informal feedback** (Comments books, group feedback sessions, post event discussion) |
|  | Number of visitors recorded (e.g. attendance at events) |
|  | Academic reports (national curriculum levels, sats, etc) |
|  | **Photographs / filming** |
|  | Other – please provide details |
| 1. **Why us this 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 |
|  |
| 1. **How many participants do you hope to reach in total?**
 |
| **Number** | **Type of Participants** |
|  | Children |
|  | Teachers |
|  | Teaching Assistants  |
|  | Other, please specify |
| 1. **Please describe who the participants will be and how they will be selected (150 words)**
 |
| Include age groups, schools, special needs or communities to which they belong or identify with, and if possible, indicate the % of participants on free school meals, and the % with English as a second language.  |
| % FSM – % EAL – % SEN –  |
| 1. **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 be involved along with their credentials for running this.  |
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| 1. **Where will it take place**
 |
| Please confirm that you have permission to use this venue. If young people need to travel to your venue in order to participate in this project, please indicate how they will get to the venue. |
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| 1. **If classes are being proposed on what specific days and times will these take place?**
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| e.g. Wednesday at 4 pm |
|  |
| 1. **How will TF funds make a difference for this project?**
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| 1. **What are the risks associated with this project and how will they be mitigated?**
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| **SECTION C: MARKETING** |
| 1. **How will you market the project?**
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| **Please Tick** | **Marketing Method** | **Explanation** |
|  | Posters – where will you distribute them |  |
|  | Text messaging |  |
|  | Social networking sites (facebook, twitter, others) |  |
|  |  |  |
|  | **E-newsletters / school bulletins etc** |  |
|  | Flyers – where will you distribute them |  |
|  | Text messages |  |
|  | Media |  |
|  | **Your own website** |  |
|  | Other websites |  |
|  | Other – please give details :  |  |

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| **SECTION D: BUDGET** |
| 1. **Please include budget information in the table below**
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| 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. |
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| Item | Breakdown of Costs | Total amount£ | Amount requested from TF£ |
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