APPLICATION FORM
GUIDANCE FOR APPLICANTS

Funding Programmes: **Health Education**
                            International
                            Palliative Care
                            Relief of Sickness

Thank you for your interest in The James Tudor Foundation.

We welcome your funding request, and we hope that you will find the application process easy and accessible.

As you prepare to complete your application, please refer to this document. Here we provide the full list of questions you will find on the online form, and guidance on how to complete each section of the form. Of course, some questions are self-explanatory, but we have provided some explanation on others to clarify the information we need from you.

Once you are ready to complete the online application form, you can always save it and resume it at a later stage, if necessary (your unique 'Save & Resume' link generated by the online application form is valid for 30 days).

Please always refer to the [submission deadlines for each quarter](#) to make sure that we receive your application on time. Please note that we do not provide retrospective funding, so consider our decision-making times to assess whether your project is eligible for application. See the guidance below for [our definition of retrospective funding](#).

Please note that we only accept <u>online</u> submissions (do not complete and email this document).

In order to access the online application form, you first need to [check your eligibility to apply](#).

About your organisation	Guidance notes
What is the name of your organisation?	
If different, what is the trading name of your organisation?	
What type of organisation are you?	We'll ask you to tell us if you are registered in England and Wales, Scotland, Northern Ireland, Isle of Man, Guernsey, Jersey or if you are an Exempt Charity.
What is your Charity Number?	
In what year did your organisation become a registered charity?	Your organisation may have been active for many years, but we are interested in the year in which you became a registered charity with the relevant body in the UK nation your organisation is based in.

About your organisation	Guidance notes
Please provide your charity's registered address:	
Please provide your charity's website address:	
Please provide the title, name, and job title of the main contact for this application:	
Please provide the email address and telephone number we should use to communicate with your organisation about this application:	
Please tick this box to confirm that the main contact on this application is authorised by your organisation to submit a proposal to The James Tudor Foundation and that all details provided in this application are correct to the best of their knowledge.	
Please tell us about your organisation (300 words max.):	Please tell us why and how it was founded, the community you serve (your beneficiaries), your major achievements to date, your areas of expertise and your approach to delivering positive outcomes for your

About your organisation	Guidance notes
	beneficiaries. Please feel free to also tell us about the challenges your organisation faces, and/or new opportunities you see arising in the future.
Are there other organisations (charities or other types of organisations, including statutory provision) that work to serve the same type of beneficiaries as you do? If so, please describe how your charity works in complementary ways, collaborates, or consults with them to avoid duplication of effort (300 words max.):	We prioritise organisations that address needs not already met by other local or national charities. Inevitably, there will be several other agencies and organisations active in your field, so please help us to understand how you all work together, or how you work in complementary ways, for the greater benefit of those you are there to serve.

About your project	Guidance notes
Please select the Funding Programme you are applying for:	Select from the drop-down list: • Health Education • Palliative Care • Relief of Sickness • International

About your project	Guidance notes
	If you have selected 'Palliative Care' you will be asked to select the county(ies) in which your proposed project will be delivered. If you have selected 'International' you will be asked if the proposed project will be delivered by a partner organisation. If 'YES', a 'Due Diligence relating to international partner organisations' section will need to be completed at the end of your application (see the end of this document for more information). **For the avoidance of doubt, please note that the 'Due Diligence relating to international partner organisations' questions only apply to international projects delivered in collaboration with an international partner. If you have selected any other funding programme, this section will not appear on your application form.**
Please tells us the location of the project delivery	County or UK-wide for UK based projects, and Country for International projects.

About your project	Guidance notes
Is this an ongoing project?	• If you have answered YES and require funding for ongoing charitable expenditure such as service delivery posts, or services such as helplines, etc., your project is eligible. • If you have answered NO and require pump priming funding for new service delivery posts, or new services/activities that you are planning to establish for the long term, your project is eligible. **Retrospective funding:** • If you have answered NO because you are seeking retrospective funding, we do not fund work meant as a one-off and which has already been delivered (e.g., a conference that has already taken place, websites that have already been launched, training courses that have already concluded, etc.). Your project is not eligible.
Please tell us when you require the funding by:	Date to be entered in DD/MM/YYYY format.
What is the title of your project?	

About your project	Guidance notes
Please describe your project in a single sentence (25 words max.):	
What is the problem that you are planning to address through your proposed project? (200 words max.):	Your proposed project might be focused on one or more of the following issues. We provide some examples aligned to our Funding Programmes, but, of course, these are not exhaustive: **Health Education** - Lack of sufficient information about a particular medical condition. This could be aimed at patients, carers and loved ones, or health professionals. - Need to upskill staff in a particular specialism through courses and accreditations. - Lack of awareness among GPs about specific conditions, especially rare ones, which result in long routes to diagnosis. **Palliative Care** - Lack of staff to meet demand on your premises. - Lack of services in the community, especially remote ones. - Not enough support around the clock for patients or their carers.

About your project	Guidance notes
	Relief of Sickness This is our broadest funding programme and the one that provides the greatest flexibility. So long as your project has identified a clear unmet need in benefiting people's health, please tell us about it. **International** This a broad funding programme that focuses on supporting medical projects delivered internationally. So long as your project has identified a clear unmet need, please tell us about it. ***Please note that we only fund charities registered in the UK.*** Above are just some examples, and other situations will apply, so do not feel limited by the examples provided here. If in doubt about the eligibility of your proposed project, call our Grants Management Team on 0117 959 6496 or email us at grants@jamestudor.org.uk. We are here to help.
Please describe the activities in your proposed project (500 words max.):	This is the section of the application in which you tell us about the ***output*** of your project. That means what the project will do and how you will spend the money you raise. For instance, you may be setting up a new helpline, creating a training programme, providing a mobile testing unit, or buying some equipment.

About your project	Guidance notes
How will you attract and involve your intended beneficiaries? (200 words max.):	Please tell us how you plan to engage with the community you aim to support through your proposed project. How will they know about the service you propose to offer? This is especially relevant if you are developing a new initiative. If you are asking us to support an ongoing service, it would be helpful to know how your service users find you (e.g., referral from GP, hospital, or other agencies, self-referral through internet searches, word of mouth, etc.).
What are the key outcomes from your proposed project that will help to solve the problem you have identified? (300 words max.):	This is the section of the application in which you tell us about the *outcome(s)* of your project. That means what you intend to achieve once your project is complete. In other words, what difference do you aim to make to your beneficiaries? This could be just a single outcome, or more than one.
How do you know that your planned project activities are the right ones to achieve your intended outcome(s)? (300 words max.):	Please describe your project planning process including how you have consulted with your key stakeholders and how you have ensured that your intended activities are not a duplication of services already provided by other agencies (other charities or statutory provision).

About your project	Guidance notes
What risks have you identified and how do you plan to mitigate them? (200 words max.):	Projects do not always go to plan, we understand that. Some obstacles may only become apparent once you have started a project, especially if you are setting up something new. Nevertheless, you should have taken some time to consider what the barriers to success may be and how you would approach overcoming them. Please note that, if The Foundation awards a grant to your organisation, it will work with you throughout the life of the grant to help you achieve your intended outcomes even though that may mean changing your project plans halfway through. We aim to be as supportive as possible, so don't hesitate to involve us in conversations as early as possible if you notice that things are not going as planned. We are here to help.
How do you plan to monitor and evaluate your project output and outcomes? (200 words max.)	For instance, you might be collecting some data on a new or existing service usage, as well as feedback from service users. You could also be collecting data on the positive impact your project has had on your beneficiaries.
Will the work continue beyond the grant period?	*YES / NO*

About your project	Guidance notes
How will you ensure its sustainability over time? (100 words max.):	*If you have answered YES to the question above.* You may be asking us to support an ongoing activity which is core to your service delivery, and which can only be sustained by further fundraising next year and in years to come. So, you can just tell us that. You may be asking us to pump prime a new initiative (a new post, for instance). If you are working towards the cost of the post to be absorbed by another organisation in the long term (the NHS, for instance) you can let us know that that's your plan. Or you may be asking us to support a one-off project such as a new set of information literature or a new website, which will not require ongoing costs in the future.
Please tell us why you are not planning to continue the work beyond the life of the grant/ project, and how it will be wound down. (200 words max.):	*If you have answered NO to the question about your activity continuing beyond the life of the grant.*

Project finances	Guidance notes
Please list below the **full** cost of your project (not just the elements for which you are seeking a grant from The James Tudor Foundation):	If you need to add more lines, just click on "More rows" and you can add four additional budget lines at a time. Please do not feel you have to fill each line and feel free to group expenditure under the headings that make sense for your proposed project. If needed, we will call you to seek clarification.
Total funding secured to date:	Please provide the total amount of funds that have been received or are confirmed and awaiting payment (i.e., other successful funding applications). Do not include pledged funds.
Please tell us about your fundraising progress against this target.	Please tell us how much you have raised to date towards your target and how you plan to raise the rest of the funds. Please note that, if your application is progressed to a Board meeting, our Grants Management Team will be in touch nearer the time to ask you for an update on your fundraising progress. It may also be possible that some elements of your intended project delivery may have changed in a few months. Checking in with you will provide us with the most up-to-date information to guide our decision-making.

Supporting documentation

Accounts and Policies

- We will download your latest approved **Annual Report and Accounts** from the Charity Commission's website, but if you have not yet filed them with the Charity Commission, please submit them.

- We will also download your organisation's **safeguarding policy** and your **equality, diversity, and inclusion policy** from your website. However, if you do not publish these policies, you can append them to your online application.

Other supporting information

Our online application form doesn't allow for pictures or graphs. If you need to include these because they form an integral part of your application, you can upload them at the end of your application.

- Please only upload documents that provide key information to support your application.

- Please do not upload beneficiary case studies or photographs, or any information that we could access from your website (impact reports, etc.).

- Please rest assured that, if we need more information to understand your application or your organisation, we will always ask you.

The following 'Due Diligence relating to International Partner Organisations' questions only relate to projects within our 'International' funding programme, where the UK-registered applicant will deliver the project in collaboration with an international partner organisation. These questions will not appear in your application form if you selected any other programme.

Due Diligence relating to International Partner Organisations	Guidance notes
Name of partner organisation:	
Has your partner organisation provided you with information on its management structure (e.g., names and job roles have been disclosed)?	YES/NO If NO, please provide more information.
Has your partner organisation provided you with information on its Board members (e.g., names and job roles have been disclosed)?	YES/NO If NO, please provide more information.
Have you carried out a background check (using search engines and keywords) on the Director and the key personnel in your partner organisation?	YES/NO If NO, please provide more information.

Due Diligence relating to International Partner Organisations	Guidance notes
Have you carried out checks against the following lists and found that neither your partner organisation nor any person associated with it appear on any of these lists? • Proscribed Organisations • Designated Persons • Assets Frozen • US Treasury Proscribed List • UN Sanctions List	YES/NO If NO, please provide more information.
Has your partner organisation provided you with evidence of having previous experience in the delivery of the work for which funding is being requested?	YES/NO If NO, please provide more information.
Does your partner organisation have an anti-bribery policy, or has it adopted your organisation's policy?	YES/NO If NO, please provide more information.

Due Diligence relating to International Partner Organisations	Guidance notes
Does your partner organisation have an equality and diversity policy, or has it adopted your organisation's policy?	YES/NO If NO, please provide more information.
Does your partner organisation have a CBO or NGO registration certificate?	YES/NO If NO, please provide more information.
Has your partner organisation provided you with financial accounts from the last 2 years?	YES/NO If NO, please provide more information.

Additional supporting documentation (for International programme applications only)

If you have applied for the International programme, we will ask you to provide one of the following (these are optional, but if you do have this documentation, we would welcome it).

- **Without an in-country partner:** if your organisation is delivering the project in the intended country directly (i.e., without an in-country partner you will collaborate with), please upload a copy of any partnership agreement / memorandum of understanding (MOU) that demonstrates your organisation is legally able to operate in the country specified in this application.

- **With an in-country partner:** if your organisation is delivering the project in the intended country with an in-country partner you will collaborate with, please upload a copy of your partnership agreement / memorandum of understanding (MOU) with your partner organisation.