**FULL APPLICATION**

**GUIDANCE and DRAFTING FORM**

**Funding Programme: 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 the points we would like you to cover in each section of the form.

If you would find it useful to draft your answers offline first, we have allowed space for you to do so in this document. However, please note that **we do not accept applications by email**. Once you are happy with your answers, please transfer them to the online form and submit your Full Application through our online application portal.

Full Applications are on invitation only. You will need to submit an Expression of Interest first which is accessed via our [**Eligibility Checker**](https://formapply.formstack.com/forms/eligibility_checker).

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| **Q: Please tell us which funding programme you are applying for:** | |
| **Guidance:**  Select *Relief of Sickness* from the drop-down list: |  |
| **Q: Please tell us why your charity is needed (500 words max.):** | |
| **Guidance:**  The Foundation wishes to support charities which clearly meet an otherwise unmet need and do not duplicate efforts.  When we assess applications, we look for the following elements. You can use the points below as guidance on what to include in this section:   1. What makes a charity unique in the sector or geographical area it operates in. Are there other charities that provide similar services, information, and support on a national level? 2. How is the charity well placed to meet the needs of the people it wants to help? Can it evidence its expertise in its field, and does it have the capacity to achieve the impact it wishes to have? 3. What positive change have its beneficiaries experienced as a direct result of the charity’s activities? 4. If the charity closed tomorrow, what would be the consequences for its beneficiaries? Could they still get some level of support from other charities operating in this sector / geographical area, or would they be left with no provision at all?   If there are other UK charities – especially larger, national charities – which are providing very similar services to yours, it is important for us to understand how your charity is adding to that existing provision rather than duplicating it on a local level  We find this clarification to be particularly useful in sectors where many charities exist (cancer charities, for instance). Thank you in advance for helping us understand your unique contribution.  There is a limit of 500 words to answer this question. If you find this is not enough, don’t worry. Be as concise as you can, and we can always ask for clarification, if we feel we need it.  Equally, don’t worry about writing up to 500 words, if you can get your point across in fewer words.  We do not judge applications by how long your answers are. Feel free to use bullet points, if that’s easier. | *Draft your answer here* |
| **Q: What is the service or project you are applying for? (25 words max.)** | |
| **Guidance:**  Please refer to your Full Application invitation email where we will have confirmed which service or project you are applying for. **If your plans have changed and you want to apply for something different, please submit a new Expression of Interest.**  This is a very brief summary of what you are applying for. Below are examples from grants we have awarded in the Relief of Sickness funding programme:   * Specialist therapies, hydrotherapy pool interventions * Children and young people’s bereavement support service * Specialist therapy for women impacted by abuse and trauma * Sexual abuse support group for young people * Support for families and individuals affected by retinoblastoma * Home Visiting Service for sight impaired people * Physiotherapy for people with muscular dystrophy | *Draft your answer here* |
| **Q: Please tell us the location of your service or project delivery:** | |
| **Guidance:**  Please tell us which town, city, or UK region your service is to be delivered in. If your provision is national, please state UK. | *Draft your answer here* |
| **Q: What is the problem that you are planning to address through your service or project? (250 words max.):** | |
| **Guidance:**  Please refer to your Full Application invitation email where we will have confirmed which service or project you are applying for. **If your plans have changed and you want to apply for something different, please submit a new Expression of Interest.** | *Draft your answer here* |
| **Q: What will your service or project do and what difference will it make? (500 words max.)** | |
| **Guidance:**  This is the section of the application in which you tell us about your outputs and expected key outcomes:   1. **Outputs**: these are the **activities** of the service or project you are applying for. For instance, you may be providing direct support to patients and / or families through key delivery staff such as nurses, doctors, psychotherapists, etc. 2. **Outcomes**: this is the positive **impact** you expect to see from your activities, the difference these will make to your beneficiaries and, if applicable, more widely to the community or sector.   If the service or project you are applying for is an ongoing activity for your charity, you are likely to have lots of evidence that your project or service is the right solution for the problem you are trying to address to help your beneficiaries.  If your proposed service or project is new to your charity, you will not have that data, yet, but you could tell us how you think your proposed new activities will help, and what evidence you base your expectations on.    Here, too, there is a limit of 500 words to answer this question. Again, don’t worry if you find this is not enough. Be as concise as you can, and we can always ask for clarification, if we feel we need it.  And equally, don’t worry about writing up to 500 words, if you can get your points across in fewer words.  We do not judge applications by how long your answers are. Feel free to use bullet points, if that’s easier. | *Draft your answer here* |
| **Q: How do you plan to monitor and evaluate the difference your service or project makes? (300 words max.)** | |
| **Guidance:**  Please tell us about how you will monitor this activity / service, and how you will use the monitoring information. If you have delivered this service / activity for a long time, you may wish to tell us how it has evolved over time, based on your charity’s monitoring and evaluation processes. | *Draft your answer here* |
| **Q: How will you attract and involve your intended beneficiaries? (300 words max.):** | |
| **Guidance:**  How do your beneficiaries find you? Do you involve your beneficiaries in your service delivery design? Do they have a chance to feedback to you about your services and the difference these make to them? | *Draft your answer here* |

*Please continue to the Project Finances section below.*

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| **PROJECT FINANCES** | |
| **Q: Please list below the full cost of the service or project you are applying for (not just the elements for which you are seeking a grant from The James Tudor Foundation):** | |
| **Guidance:**  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 service or project.  If we need to clarify anything with you, we can always get in touch. | *Draft your answer here* |
| **Q: Total funding secured to date. Please provide the total amount of funds (restricted, unrestricted or designated) that have been received or pledged in support of the service or project you are applying for:** | |
| **Guidance:**  Please tell us how much you have raised to date towards your target.  It might be a combination of restricted funds you have raised specifically for this service or project, and any unrestricted and / or designated funds that you could allocate towards it.  Please note that, if your application is progressed to a Board meeting, we will contact you the week before the Board meeting to ask 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. | *Draft your answer here* |
| **Q: Current shortfall:** | |
| **Guidance:**  This field is calculated automatically by the form. |  |
| **Q: Please tell us how much funding you are seeking from the Foundation:** | |
| **Guidance:**  For reference, we award grants from £1,000 to £25,000. Grants of £25,000 are exceptional and our average grant is £10,000. On average, grants to first-time applicants range from £1,000 to £10,000. | *Draft your answer here* |

*Please see the Supporting Information section below.*

| **SUPPORTING INFORMATION** |
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* We will download your latest approved Annual Report and Accounts from your website and from the Charity Commission's website (or the website of the charity regulator that applies to your charity).
* If your most recent set of approved accounts is available for external circulation but has not yet been uploaded to the Charity Commission (or other relevant charity regulator), please submit it with your application so we have the most up to date picture of your charity’s finances.
* We will download your organisation's Safeguarding policy and your Equality, Diversity, and Inclusion policy. However, if you do not publish these policies, you will be able to upload them with your application.
* Once you have completed the application, you can upload any supportive documents that could not be included in your answers to the questions (e.g., videos, case studies, graphics to explain how a service works, etc.). Please note that **submitting additional material** **is optional** and we do not judge applications based on whether you have submitted extra information or not.

If you have any questions, please contact us at [grants@jamestudor.org.uk](mailto:grants@jamestudor.org.uk) or on 0117 959 6496.