**FULL APPLICATION**

**GUIDANCE and DRAFTING FORM**

**Funding Programme: Mental Health**

Thank you for your interest in The James Tudor Foundation.

We welcome your funding request and hope you find the application process straightforward and accessible.

As you prepare your application, please use this document as a reference. It includes the full list of questions from the online form, along with guidance on the key points to address in each section.

If you prefer to draft your answers offline, space is provided in this document for your convenience. However, please note that **we do not accept applications by email**. Once you are satisfied with your responses, please transfer them to the online form and submit your Full Application through our online 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 why your charity is needed (500 words max.):** | |
| **Guidance:**  The Foundation aims to support charities with a specific focus on children and young people who have experienced Adverse Childhood Experiences (ACEs), as well as parents or caregivers who have themselves experienced ACEs – or who are affected by mental illness or substance misuse – and are receiving support to prevent harm to their children.  When assessing applications, we look for the following key elements. You may use these points as guidance for your response:   1. **Capacity and Expertise:** How is your charity well positioned to meet the needs of the people it serves? Can you demonstrate your expertise and capacity to achieve the intended impact? 2. **Impact:** What positive changes have your beneficiaries experienced as a direct result of your charity’s work? 3. **Consequences of closure:** If your charity were to close tomorrow, what would be the impact on your beneficiaries? Would they still receive support from other organisations in your sector or area, or would there be a gap in provision?   There is a 500-word limit for your response. If this feels insufficient, please be as concise as possible; we can always request further information if needed. Equally, you do not need to use the full word count if you can clearly make your points in fewer words.  We do not judge applications based on the length of your answers. Feel free to use bullet points if that helps you express your ideas more clearly.  Thank you for helping us understand your charity’s unique contribution. | *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 meant to be 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:   * Trauma-informed therapies for children and young people who have been sexually abused or who have experienced domestic violence * Specialist support for bereaved children and young people * Whole-family therapies where a parent has a mental illness * Parents / caregivers receiving trauma-informed support to break the intergenerational cycle of abuse | *Draft your answer here* |
| **Q: Please tell us the location of your service or project delivery:** | |
| **Guidance:**  Please specify the town, city, or UK region where your service will be delivered. 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:**  In this section, please describe the **outputs** and **expected key outcomes** of your service or project:   1. **Outputs:** These are the specific activities your service or project will deliver. For example, this might include providing direct support to service users through specialised therapists. 2. **Outcomes:** These are the positive changes you expect to result from your activities – the difference your service or project will make to your beneficiaries and, where relevant, to the wider community or sector.   If you are applying for an ongoing service or project, you may already have evidence demonstrating its effectiveness in addressing the needs of your beneficiaries. Please share this evidence where possible.  If your service or project is new, you may not have data yet. In this case, please explain how you expect your proposed activities to help, and what evidence or rationale informs your expectations.  There is a 500-word limit for this section. Please be as concise as possible; if we need further clarification, we will contact you. You do not need to use the full word count if you can address the points more briefly.  We do not assess applications based on the length of your answers.  Feel free to use bullet points if that is easier for you. | *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 beneficiaries access your services? Please describe how you involve service users in designing your service delivery, and whether they have opportunities to provide feedback on your services and the impact these have on their lives | *Draft your answer here* |
| **Q: Please let us know whether your charity has had any safeguarding incidents in the last 24 months. By this, we mean any safeguarding misconduct by any member of your charity’s staff or volunteers either towards your beneficiaries, colleagues, or other stakeholders:** | |
| **Guidance:**  We fully appreciate that incidents may happen, so a disclosure is not a disqualifying matter. If you have had any safeguarding incidents in the last two years, please let us know. We don't expect you to disclose any confidential information but we would be grateful if you could disclose the nature of the complaint and how it was handled. | *Draft your answer here* |
| **Q: Please can you also confirm the name/s of your current dedicated Safeguarding Lead/s?** | |
| **Guidance:**  We will download your organisation’s Safeguarding Policy from your website. If your policy is not published online, you can upload it before submitting your Full Application. | *Draft your answer here* |

*Please continue to the Application Budget section below.*

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| **APPLICATION BUDGET** | |
| **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:**   * Our grants are intended to contribute to your overall service delivery. Please indicate the total annual cost of delivering your services. There is no need to illustrate how much a week's delivery would cost, or how much it would cost to support a certain number of your clients, or how much a single member of staff delivering the service costs your charity per year, etc. * If you are applying for funding for a specific service, activity, or project, please provide the budget for the total cost of that service, activity, or project – not just the portion for which you are requesting support from The James Tudor Foundation.   If we need to clarify anything with you, we will 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 your services or project, and any unrestricted and / or designated funds that you could allocate towards it. | *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 £5,000 to £25,000. Grants of £25,000 are exceptional and our average grant is £15,000. First-time applicants might be awarded grants of £10,000 to £15,000. | *Draft your answer here* |
| **Are you applying for multi-year funding?** | |
| We consider multi-year funding for up to three years when resources allow. If you are seeking multi-year support, please indicate this in your application; however, you do not need to provide a multi-year budget. If your grant is awarded, we will confirm whether it is to be spent over 12, 24, or 36 months. Please note that multi-year funding is rarely awarded to first-time applicants. |  |

*Please see the Supporting Information section below.*

| **SUPPORTING DOCUMENTATION** |
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* We will download your latest approved **Annual Report and Accounts** from your website or from your charity regulator's website.
* If your most recent set of approved accounts is available for external circulation but has not yet been uploaded to your charity regulator’s website, 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** from your website. If your policy is not published online, you can upload it 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.