



<b>Ref No:</b>
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## Grant Application Form

Applications may be made at any time and will be considered by the Board of Trustees at their regular meetings.  
 Final decisions will be made by the Board of Trustees and notified to the named contact on this form.

<b>Name of Contact Person</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Email</b>	
<b>Name of organisation (s) submitting the form</b>	
<b>Your relationship to the organisation (s)</b>	

### About the organisation (s) submitting the proposal

<b>Please describe the status of the organisation (s) submitting the form.</b>			
<b>Registered charity</b>	<input type="checkbox"/>	<b>Charity number:</b>	
<b>Company Limited by guarantee</b>	<input type="checkbox"/>	<b>Company number:</b>	
<b>Charitable Trust</b>	<input type="checkbox"/>	<b>Constituted Voluntary organisation</b>	<input type="checkbox"/>
<b>Archery Club</b>	<input type="checkbox"/>	<b>Club number if affiliated to Archery GB</b>	
<b>Sports club or association</b>	<input type="checkbox"/>	<b>Governing Body if affiliated</b>	
<b>Other</b> (please explain)			
<b>Who will hold and manage the funds for the project?</b>			
<b>If you are submitting the proposal as part of a consortium, please state who the partners are, who will be the fund holder for the grant and who will be accountable for the project</b>			



## About your project

<b>Name of project</b>	
<b>Project timescale</b>	
<b>Start date:</b>	<b>Finish date:</b>
<b>Please give a brief description of your project (maximum of 150 words) This will appear in public documents so please be accurate.</b>	
<b>How do you know there is a need for the project?</b>	
<b>How will the project will be sustained beyond the life of the grant either seeking other sources of funding and support or through using the strengths in the local community</b>	
<b>Where will the project be delivered?</b>	
<b>Who will be your beneficiaries and how many do you expect to participate?</b>	
<b>Please supply information about how the project will help us deliver our overall charitable objectives set out in the Application Guidance document:</b>	



### **About how you will deliver the project**

**How will you know if the project has been a success? (Please include information about how you will monitor and assess the impact of the project)**

**Who else will you work with to deliver the project?**

### **About Safeguarding**

**Do you have a Safeguarding Children & Vulnerable Adults Policy? (Please note we may request to see a copy of it)**

**Do staff and volunteers who will be associated with the project have appropriate clearance through the Disclosure and Barring Service (DBS)**

**If no to either of the above, what measures do you have in place to safeguard children and young people and/or vulnerable adults on your project?**



**About the money you are asking for**

	£
<b>Total amount your project will cost</b>	
<b>Amount you are asking the partnerships for</b>	

**Where is the rest of the funding coming from?**

Please itemise each source

SOURCE	£	Is this funding secured?
		YES / NO
		YES / NO

**How you will spend the money**

Please describe what you will spend the money on (e.g. staff expenses, other staffing related expenses, equipment or materials, room hire, management costs etc)	Total spend	Grant requested
<b>Staff / delivery expenses (<i>please specify</i>)</b>		
<b>Venue expenses (<i>please specify</i>)</b>		
<b>Equipment or materials (<i>please specify</i>)</b>		
<b>Event costs (<i>please specify</i>)</b>		
<b>Management Costs (<i>please specify</i>)</b>		
<b>Other (<i>please specify</i>)</b>		
<b>Other (<i>please specify</i>)</b>		
<b>TOTALS</b>		



**This part is to be signed by all applicants. Please read the privacy notice below.**

If you are submitting this form by email, please print and send a signed copy (at least a copy of your signature page) in the post to the address on the front of this form.

### **GDPR – Privacy Notice**

On submitting this form your data will be held by the Archery Foundation. The data we hold about you will be kept in the Foundation's database in a password protected file held by the Company Secretary and nominated responsible Trustee. It will consist primarily of your contact details and the information on this form. If your grant application is successful it will be stored until 12 months after the completion of the project, or the application date if an ongoing project.

- We may need to share your data only as required to process your grant; this may involve the following third parties:
  - Other funding organisations in the case of a match or joint funded project o
  - When requesting any references in relation to your proposed project with the referees that you provide to us.

You may see our full privacy policy and notice on our website [www.thearcheryfoundation.org.uk](http://www.thearcheryfoundation.org.uk)

### **Declaration**

I confirm that the organisation/group named in this form has authorised me to sign this application on their behalf.

The information contained in this application is correct, to the best of my knowledge, and I confirm that any grant aid received will be used solely for the purposes specified in the application.

I agree to my name and my organisation's details being held on paper or electronic files.

I understand that the information in this form may be shared with other local funders.

<b>Signature</b>	
<b>Name of person signing</b>	
<b>Position in Organisation</b>	
<b>Date</b>	

### **Please send your application (by email preferably) to:**

The Archery Foundation

Grants : [grants@thearcheryfoundation.org.uk](mailto:grants@thearcheryfoundation.org.uk)

Please send a copy to: [info@thearcheryfoundation.org.uk](mailto:info@thearcheryfoundation.org.uk)

If you need to send your application as a hard copy by post please contact The Archery Foundation using the emails or telephone above for a postal address.

Registered Charity Number: 1143875