

This preview contains all questions, for overview only.
It must not be used to submit applications. The Trust can only accept electronic submissions via the website.

ACT Application (v1.3)

Ashworth Charitable Trust

Section A

Applicant Details

A1. Name of Organisation *

A2. UK Registered Charity Number * ?

You must be a UK registered charity number, verifiable with the relevant charity commission for the regions of the UK: England, Northern Ireland, Scotland and Wales.

0 of 60 max characters

A3. Other Operating Names ?

Please list any past or present names or operating names.

+

A4. Is your charity also a LTD company? *

☐ Yes

☐ No

A5. Where are your management headquarters? *

Select Your Regional Location

Are you a subsection of a larger organisation? * ?

☐ Yes

☐ No

A7. Email Address * ?

Enter Email

Confirm Email

A8. Organisation's Website *

A9. Organisation's Address *

Street Address

City

Post Code

Country

United Kingdom

A10. Project Location * *Location of project seeking funding.*

- ☐ Local (Devon)
- ☐ National (UK)
- ☐ International (Other)

A11. Previous Applications * *Have you made any previous applications to the Trust?*

- ☐ Yes
- ☐ No

A12. Organisation's Size

- ☐ Small (under £100,000 per-annum)
- ☐ Medium (between £100,000 to £500,000)
- ☐ Large (between £500,000 to £1,000,000)

Section B

Organisation Details

B1. Organisation's Details

Please describe the main activities of your organisation and the sector within which it operates in less than 200 words. This should be identical to or abbreviated from your entry on the charity commission website.

Min: 0 word, Max: 200 words

B2. When Was Your Organisation Established?

dd/mm/yyyy



B3. Which Geographic Areas Do You Serve? *

- ☐ Devon
- ☐ Other UK
- ☐ International

B4. Organisation's Area of Activities *

Where is the main geographic area of your activities as an organisation?

Min: 0 word, Max: 200 words

B5. Project's Area of Activities *

Where is the specific geographic area of the project you are applying for?

Min: 0 word, Max: 200 words

Section C

Project Details

C1. Project Details *

Please give us a brief description of the project you want us to fund. You must explain clearly how this project meets the criteria of the Trust. Your answer should include a representation of why the project is needed and what you hope it will achieve, using no more than 400 words. If we need more information we will ask. IT IS ESSENTIAL THAT YOU EXPRESS IN CLEAR TERMS EXACTLY WHAT DIFFERENCE THE PROPOSED FUNDING HAS THE POTENTIAL TO MAKE

Min: 0 word, Max: 400 words

C2. Measuring Achievements *

How will you measure these achievements? Please specify in less than 400 words

Min: 0 word, Max: 400 words

C3. Project Start Date

dd/mm/yyyy



C3a. Soft start date information ?

Please provide an explanation or reason for non specific start date.

C4. Project End Date

dd/mm/yyyy



C4a. Soft end date information ?

Please provide an explanation or reason for non specific end date.

C5. Handover Date

Is there an anticipated handover date for the project when the beneficiaries will cease their dependence on your charity?

dd/mm/yyyy



C4a. Soft handover date information ?

Please provide an explanation or reason for non specific handover date.

C6. Environmental Considerations *

Are there any environmental considerations? Please specify in less than 250 words.

Min: 0 word, Max: 250 words

C7. Total Cost of Your Project *

C8. How Much Raised So Far? *

C9. Project Shortfall ? *This is calculated automatically and you are not required to enter a value.*

£ 0.00

C10. Amount Requested From Us *

NOT EXCEEDING FIVE THOUSAND POUNDS

C11. Funding Gap

How will you fund any gap between the cost of the project and the award you are seeking from the Trust?

Min: 0 word, Max: 400 words

C12. Management Skills & Experience

What skills and experience do your management team, staff and volunteers bring to this project?

Min: 0 word, Max: 250 words

Section D

Budget

Please provide full details of the costs of your project.
All figures in £ sterling, including non-recoverable VAT.
Please give a full breakdown under each section – e.g. how many hours at how much per hour.
If any of your costs do not fit into the main headings, please detail them in "other costs".

D1. Staff And Volunteer Costs *

e.g. salaries, training

Min: 0 word, Max: 500 words

D2. Total Staff & Volunteer Costs *

D3. Administration Costs *

e.g. mortgage repayments, rent, postage, telephone/fax, utilities, other.

Min: 0 word, Max: 500 words

D4. Total Admin Costs *

D5. Publicity Costs *

e.g. designing and printing publicity material.

Min: 0 word, Max: 500 words

D6. Total Publicity Costs *

D6. Material Costs *

e.g. seeds, tools, books, clothes, other

Min: 0 word, Max: 500 words

D7. Total Material Costs *

D8. Other Costs *

Please specify

Min: 0 word, Max: 500 words

D9. Total Other Costs *

D10. Total Costs *

£ 0.00

D11. This Money is For *

- ☐ New Work
- ☐ Existing Work

Section E

Beneficiaries

Who will benefit from this project? Please tick all that apply.

E1. Age Groups *

- ☐ Early Years (0–5)
- ☐ Children (6–16)
- ☐ Young People (up to 25)
- ☐ Adults
- ☐ Older People (over 65)

E2. Sex *

- ☐ Male
- ☐ Female
- ☐ Other

E3. Location *

- ☐ Rural Areas
- ☐ Urban Areas

E4. Circumstances *

- ☐ Disabilities
- ☐ Homeless
- ☐ Other

E5. Other Beneficiaries

Please specify

Min: 0 word, Max: 200 words

E6. How Many Beneficiaries *

Approximately how many people will benefit directly from this project?

Section F

Organisational staff details

F1. Full-Time Staff *

How many full-time paid staff/workers?

F2. Part-Time Staff *

How many part-time paid staff/workers?

F3. Management Committee *

How many management committee staff?

F4. Volunteers & Helpers *

How many other volunteers and helpers?

F5. Background Checks *

What checks do you make on your staff and volunteers to ensure their suitability to work in your organisation?

Min: 0 word, Max: 500 words

F6. Disclosure & Barring Service *

If you work with children or vulnerable adults, please confirm that checks with the Disclosure & Barring Service ("DBS") (created by the merger of the Criminal Records Bureau ("CRB") and the Independent Safeguarding Authority ("ISA")) are obtained.

- ☐ Yes
- ☐ No
- ☐ Not Applicable

Section G

Finances & Assets

G1. How Is Your Group Funded Currently? *

Min: 0 word, Max: 400 words

G2. Contributions *

Do your clients/users/beneficiaries make any contribution to your costs?

- ☐ Yes
- ☐ No

What are your levels of income and spending for the past three financial years?
All figures in £ sterling.

G3. Last Year's Income *

Last full financial year income

G4. Last Year's Spending *

Last full financial year spending

G5. Previous Year's Income *

Previous financial year income

G6. Previous Year's Spending *

Previous financial year spending

G7. Previous But One Year Income *

Previous but one financial year income

G8. Previous Year but One Spending *

Previous but one financial year spending

G9. Cash & Reserves *

What is the current level of your organisation's cash and other reserves (accumulated funds)?

Min: 0 word, Max: 400 words

G10. Running Costs *

What proportion of your running costs does your organisation consider needs to be held as a cash reserve (i.e. a multiple of your organisation's core monthly expenditure)?

Min: 0 word, Max: 400 words

G11. Earmarked Funds

Is any part of your organisation's cash reserves earmarked for a particular purpose?

Min: 0 word, Max: 400 words

G12. Operation's Base *

Where does your organisation operate from?

☐ Owned Premises

☐ Rented Premises

☐ Other

G13. Organisation's Accounts *

Please upload a set of your most recent accounts. They must be in PDF format, and be no more than 10MB in size. Avoid special characters in filenames (' " \ / \$ %).

Drop files here to upload

select files

Accepted file types: pdf, Max. file size: 10 MB, Max. files: 1.

G14. Cheque Signatories *

How many signatories are required on each cheque?

Section H

Feedback

H1. Finding Us *

How did you hear about this award making scheme?

Min: 0 word, Max: 200 words

H2. How Easy Did You Find This Form To Complete? *

Very Hard Quite Hard OK Easy Very Easy

☐

☐

☐

☐

☐

H3. Suggestions

Please provide any suggestions you may have regarding the application form and how you feel it can be improved.

Min: 0 word, Max: 200 words

H4. Freedom of Information Act *

The Freedom of Information Act (2000) gives members of the public the right to request some information that we hold. Where can third parties get information about your project/organisation (e.g. your website)?

Min: 0 word, Max: 200 words

Section I

Declaration

It is essential that you understand and agree to sign up to the following statements. Please note that if you leave the organisation or can no longer fulfill your responsibilities, or someone else takes over responsibility for the award on

behalf of the organisation, you must inform us immediately.

Declaration of Eight Conditions

- 1. We agree to abide by the terms and conditions of any award made as set out in the Trust's website, this application form, in any accompanying guidance and in any offer letter.**
- 2. We confirm that the information given in this application is true and accurate to the best of our knowledge.**
- 3. We confirm that we are authorised to sign such declarations on behalf of the applicant organisation.**
- 4. We understand that any offer of an award will be subject to our proposed work remaining within the funding criteria and any award made can only be spent on the proposal outlined within this bid unless specifically agreed beforehand by the Trust.**
- 5. We agree to participate in monitoring, auditing and evaluation related to the award, if requested by the Trust and will keep receipts for any payments made with this award and send copies with the end of award report to the Trust on request.**
- 6. The funding provided will be spent within twenty four months of receipt unless specifically agreed by the Trust.**
- 7. We confirm that the applicant organisation does not have incoming resources exceeding 1 million Pounds Sterling (£1,000,000.00) per annum.**
- 8. We confirm that this application is not being made directly or indirectly on behalf of an individual or an organisation or body having research as its main or primary purpose.**

I1. Declaration Confirmation *

☐ Our application confirms our acceptance of the conditions

Website Data Use, Cookies & Privacy Policy

About this privacy notice

This privacy notice describes how the Ashworth Charitable Trust ('the Trust or 'we') collects and uses your personal data.

We are a "controller" (also known as a "data controller"). This means that we are responsible for deciding how and why we hold and use personal data about you, and for explaining this clearly to you.

This notice applies to:

- users of our website ashworthtrust.org (our site); and
- applicants for and recipients of grant funding from the Trust (including any individuals who communicate with us on behalf of their charity / organisation);

It is important that you read this notice, together with any other privacy information or notices we may provide on specific occasions when we are collecting or processing personal data about you. This is to help ensure that you are aware of how and why we are using such information.

This privacy notice should be read in conjunction with our cookies policy ashworthtrust.org/cookie-policy.

Information we collect and process

We collect personal data direct from you when you contact us in relation to your application for grant funding, or when you use our site.

We collect further information from you during the period of our relationship.

In summary, where you are making an application for a grant, we use your personal data in order to facilitate the grant application process, and communicate with you for that purpose.

We set out below further information on these purposes and our lawful basis for processing such information.

- **Grant applicants:**

If you are applying for a grant we will hold information that is relevant to your grant application, such as your name, email address, and telephone number. This is necessary for our legitimate interest in processing your grant.

- **Users of our site:**

- When you browse our site we may collect information about your preferences.
- We also collect technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform.
- This is for our legitimate interest in giving you content which is bespoke to you and making sure that our website runs smoothly.
- We also collect information about your visit, including the full Uniform Resource Locators (URL) clickstream to, through and from our site (including date and time); page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), and methods used to browse away from the page and any phone number used to call us.
- This is for our legitimate interest in giving you content which is bespoke to you and making sure that our website runs smoothly.

- **Other uses:**

- Regardless of the relationship we have with you, we may need to use your personal data for legal reasons such as fraud prevention and to enforce our legal rights.

- Please note that we may process your personal data without your knowledge or consent where this is required or permitted by law.

Sharing your information

We may share your information with third parties as follows:

- We will share your personal data with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.
- If ever in the future, we are considering restructuring the charity, we may share your information with the other parties involved and with the relevant professional advisors. This is for our legitimate interest in ensuring that the charity continues to fulfil its objects.
- If we have a legal obligation to do so or for the purposes of fraud protection and credit risk reduction.
- We may share your personal data with third party service providers who act on our behalf such as IT services providers. This notice also covers third party service providers we may engage with.

Overseas transfers

Personal data that you submit to us will be held on secure servers, based within the UK.

In some cases, our third party service providers may hold information outside the UK or the EEA. Where that is the case, we have ensured that the appropriate measures to ensure that your personal information is treated by those third parties in a way that is consistent with and which respects the EU and UK laws on data protection are in place.

If you are based outside the EEA we may transfer personal information to the correspondence address you provide to us. We will take all reasonable steps to ensure that such transfers are secure. By instructing us from outside the EEA you acknowledge and agree that such transfers are necessary for us to provide services to you.

How long will we use your personal data for?

Usually, we only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

If you have a contract with us then we will typically keep information for six or twelve years after the contract is finished.

In some cases we may keep your information for a longer time than usual but we would only do so if we had a good reason and only if we are allowed to do so under data protection law. If you would like further information, please contact us on dataprotection@ashworthtrust.org.

Your rights in relation to our processing of your personal data

You have the right to:

- object to the processing of your personal data in some cases. You have a right to object if the lawful basis on which we are relying is either legitimate interests or performance of a task carried out in the public interest.
- request a copy of the personal data we hold about you;
- request correction of the personal data that we hold about you if it is incorrect;
- ask us to delete the information that we hold about you;
- ask us to restrict how we use your personal data;
- ask us to send another organisation information that you have provided to us in a format that can be read by computer.

If you want to exercise any of your rights, please contact dataprotection@ashworthtrust.org. Please note that these rights do not apply in all cases, and we will have to review your request in order to make a decision about whether we are obliged to comply.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights).

If you ask us to restrict our use of your personal data or delete it, we will not be able to provide you with our products or services.

Where we need to collect personal data by law, or under the terms of a contract we have with you, and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you (for example, to provide you with goods or services). In this case, we may have to cancel a product or service you have with us but we will notify you if this is the case at the time.

You have a right to lodge a complaint with a data protection supervisory authority. The supervisory authority in the UK is the Information Commissioner's Office – ico.org.uk. If you do have any concerns about how we have handled your personal data we would kindly ask that you contact us in the first instance before you speak to the ICO so that we have an opportunity to put things right.

Cookies

We use cookies in order to improve your experience of our website and to make our website better.

You can read more about the cookies we use by clicking [here](http://ashworthtrust.org/cookie-policy) ashworthtrust.org/cookie-policy.

Cookie Policy

1. Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site.
2. A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer if you agree. Cookies contain information that is transferred to your computer's hard drive.
3. We use the following cookies:
 1. Strictly necessary cookies. These are cookies that are required for the operation of our website. They include, for example, cookies that enable you to log into secure areas of our website, or use a shopping cart.
 2. Analytical or performance cookies. These allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.
 3. Functionality cookies. These are used to recognise you when you return to our website. This enables us to personalise our content for you, greet you by name and remember your preferences (for example, your choice of language or region).
4. You can find more information about the individual cookies we use and the purposes for which we use them in the table below:
5. You can block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our website.
6. Except for essential cookies, all cookies will expire after EXPIRY PERIOD

12. Data Use, Cookies & Privacy Policy Confirmation *

☐ I agree to the Website Data Use, Cookies & Privacy Policy

Section J

Contact Details

Please try to enter phone numbers and emails that are available in the public arena (e.g. charity website) whenever possible, in order to reduce the transmission and storage of personal data.

J1. Main Contact *

Prefix

First

Last

J2. Contacts Position *

0 of 30 max characters

J3. Contacts Telephone

J4. Contacts Mobile Phone

J5. Main Contact Email *

Enter Email

Confirm Email

NOTE

As a small charity we try to keep our correspondence to a minimum.

You will not normally receive a reply unless you have been successful in obtaining a grant, in which case you will be informed within six weeks of the relevant meeting.

The Trustees hold biannual meetings in May and November. Successful applicants will be informed within 6 weeks of the relevant meeting. This would normally be our May meeting for those applications received before the end of February and our November meeting for applications received before the end of August.

Unfortunately, if you have not received notification within this period, you may assume that your application has been unsuccessful on this occasion. The Trust is at pains to point out that this should not be taken to mean that your cause is not valued or that there may have been an error on your part in the completion of the application form. Rather, given the volume of applications, the Trust simply does not have the resources to offer support to all applicants and the trustees are thus obliged to make a decision based on the information available.

Please note that we are unable to enter into any discussions regarding funding, successful or otherwise, as the Trust has no funds designated for this purpose.