

## Covid Reflections Grant Application



- ✓ We recommend you read the Grant Policy to ensure your project meets our basic criteria
- ✓ Please provide information which is as accurate as possible
- ✓ Please submit this form to **grants@covidreflections.org** marking the subject of the e-mail Grant Application / charity name in the subject line
- ✓ Please do not attach additional information, other than the appendices
- ✓ You will receive an email confirmation of your submission

### ORGANISATION DETAILS

A1 Name	
A2 Type of Organisation	
A3 address ( <i>Address1, Address2, Town, Region, Postcode</i> )	
Address 1	
Address 2	
Town	
Region	
Postcode	
A4 Telephone number	
A5 Charity number (if applicable)	
A6 Website	
A7 Social Media handles	

**CONTACT DETAILS** (all correspondence will be sent to the lead applicant)

B1 Applicant name	
B2 Job title / role	
B3 Correspondence address	
Address 1	
Address 2	
Town	
Region	
Postcode	
B4 Telephone number	
B5 Email address	

**DETAILS OF PLANNED PROJECTS**

C1 Outline of project(s) <i>Please provide a one paragraph summary (400 words maximum)</i>

C2 Detailed proposal – Attach as “Appendix C2- Detailed Proposal” a full and detailed plan of the proposed work (three pages maximum).

Please include detailed information about how the proposed work will provide relief and assistance to people in need in any part of the UK who need support following the impact of the Covid-19 pandemic. It must be legible at 100% zoom

Appendix C2 has been completed

C3 Details on any consultation or research done to identify the needs. Describe the need that you have identified and how this project(s) has been designed accordingly (400 words maximum)

C4 Description of how you will monitor and measure outcomes. Please add detail on outcome measures and how the evidence will be used for future planning. You should include how you propose to summarise your results in a quantitative manner – reporting for example numbers / survey results (700 words maximum)

C5 Timelines. *Please include the proposed start date and project(s) duration – maximum of 2 years*

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C6 Short description of how the benefits of the project(s) will be sustained, how you will disseminate any learning and how any ongoing costs will be met. *Please include longer terms plans as appropriate (400 words maximum)*

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C7 Identify any opportunities for matched or leveraged funding. *Please indicate if you have researched other funding opportunities to maximise grant impact (400 words)*

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**FINANCE**

D1 State the exact name of the organisation to which a grant should be made
D2 Please give the name and email address of your management accountant / finance officer. <i>It is the applicant's responsibility to ensure that the management accountant or finance officer is fully aware of the project before submission</i>
D3 Please provide details of how the grant that you're requesting will be spent. <i>Please attach as "Appendix D3- Finance Detail" as much detail about how the grant will be spent as is possible (two pages maximum). It must be legible at 100% zoom.</i>
Appendix D3 has been completed

**SIGNATURE / DATE**

**I confirm in submitting this grant to abide by the terms and conditions of the award and reporting requirements.**

Date	Signature

**Data Protection Statement**

The information supplied on the Application Form will be used to process your application. Your personal details will be retained to update Covid Reflections' records relating to applicants and grantees. Your details will not be disclosed by us to any third parties without your prior consent.

Please note that by submitting a completed Application Form, you will be giving Covid Reflections your explicit consent to our processing of your personal details as described. Covid Reflections will contact you if further information is required.