



# Safe Space Small Grants Programme

## Application Form

### **About this form**

If you have downloaded this form from our website or received it by email you can type directly into it and save your answers. You must not change any of the questions or alter any part of the form. If you do, we will not accept your application. If you are using a paper form please write clearly in black ink or type.

Please note that we purposely have a word limit to allow applicants the space to give us the information necessary to explain the project and the need for funding, but please keep answers relevant, clear and succinct.

Further information regarding the grant giving programme, attachments and the Application Form can be found on Grant Funding part of the Safe Spaces web page: <https://www.safespacesenglandandwales.org.uk/grant-funding/>

Applications should be made by submitting the electronic application form to: [safespacesgrants@victimsupport.org.uk](mailto:safespacesgrants@victimsupport.org.uk)

### **Deadline**

The deadline for Applications to the fund is 30th July 2021.

Grassroots organisations: We particularly seek to fund emerging local groups, as well as internet based groups and other not-for-profit organisations whose focus is on supporting victims of church base abuse. We will look especially favourably on small organisations with a low annual turnover.

**Safe Space Small Grants Programme Application Form**

<b>Safe Space Small Grants Programme Application Form</b>	
<b>1. Name of applicant:</b>	
<b>2. Address :</b> <i>Please indicate if this is a personal or organisational address</i>	<b>Post code:</b>
<b>3. Telephone number :</b>	
<b>4. Email address:</b>	
<b>5. Are you a constituted group Y/N?</b>	
<b>6. Bank Account details</b>  <i>[Or details of organisation receiving funding on your behalf (attach letter confirming this)]</i>	<b>Name of organisation:</b>  <b>Account number:</b>  <b>Sort code:</b>
<b>7. Geographical area –</b>	
<b>8. Project /activities title:</b>	
<b>9. Project /activities description:</b> <i>[maximum word limit: 100]</i>	

**10. The need for your project - how do you know your project is needed and why you think this:** *(maximum word limit 200)*

**11. Who are your target beneficiaries with this project and how many people do you expect to reach?**

*[Beneficiaries are the people that will be able to access your activities]*

*[maximum word limit:150]*

**12. How will the people who are in your group benefit from what you want to do? [maximum word limit:150]**

**13. Explain how will you address the key themes of this grants programme for survivors of church related abuse: (maximum word limit: 400)**

**14. How will you ensure your beneficiaries are safeguarded?**

*An additional safeguarding policy will be required, see guidance notes*

**15. Project cost - What is the total cost of your project?**

Give a detailed budget for what you want to spend – feel free to add your own budget template or just the format below. Here are some suggestions of possible costs however, please feel free to add your own.

<b>Proposal Expenses</b>	
<b>Expenditure Item</b>	<b>Cost</b>
Venue hire	
Refreshments	
Publicity	
Stationery	
Phone calls	
Equipment (hire or purchase)	
Website costs	
Transport	
Insurance	
Safeguarding training	
First aid kit	
Sessional worker fees	
<b>Total Cost</b>	

**16. Sustainability- What happens to the project/activities at the end of the grant period? [maximum word limit: 250]**

**17. How will you ensure that your group member's personal information is kept confidential?**

**18. Please submit the name of two referees who know your group and can comment on the activities you are proposing: see Reference Forms**



**Declaration and Authorisation**

I declare that the information supplied in this application is true and that any grant funding received from the Safe Spaces Small Grant Programme will be used for the purposes described in this application form.

Name of person		Date:
Position		On behalf of:

Application Checklist - Please ensure you submit all relevant Documents	Included (tick)
Constitution	
Project Budget	
Bank Account details of agency receiving money on your behalf and letter from them confirming this	
Completed Reference Form	
Safeguarding policy	
Confidentiality Policy	