



Grant Application Form 2019

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1. Richard Reeve's Foundation priorities

| Strategic Aims | Target groups | Expected Outcomes |
|---|--|--|
| 1. Raising Literacy & Numeracy | Early years and primary school students | <ul style="list-style-type: none">• Achieving RRF's minimum standard namely the standard set out in National Curriculum key stages 1 and 2;• Outperforming sub-levels by a significant factor, e.g. by exceeding expected progress within each key stage. |
| 2. Progression into Work | 16-24 year olds and others attending schools and higher and further education institutions | <ul style="list-style-type: none">• Entry into sustainable employment offering job satisfaction, retention and prospects of career progression and self-improvement. |
| 3. Music | Young people under the age of 25 from disadvantaged backgrounds who wish to study music | <ul style="list-style-type: none">• Students achieve musical progression• Students develop confidence and self-esteem |

The Richard Reeves Foundation may fund other work which is more generally related to our charitable objects. Please contact the Clerk for advice before submitting an application which does not meet the above three strategic priorities. Our charitable objects are broadly to: *advance or assist in the education or care of young people under the age of 25.*

2. Area of Benefit

The Richard Reeve's Foundation's Area of Benefit is the London Boroughs of Islington, Camden and the City of London.

3. Guidelines for Applicants

- i. Before applying, applicants are strongly advised to look at projects the Foundation has funded which can be found on its website: www.richardreevesfoundation.org.uk
- ii. Applications will only be considered that directly contribute to achieving one of the above priorities.
- iii. All applicants are requested to use this application form.
- iv. Grants are considered for up to 3 years or 5 years in very exceptional cases. Both revenue and capital projects are considered.
- v. In the case of multi-year grants, the Foundation will conduct a formal review of performance each year. This will comprise a progress report and a visit by the Foundation. The following year's payment will be released once approval has been given.
- vi. Please check for 'word limits' on each section, as information in excess of the limit specified, will not be evaluated.
- vii. Applications may be submitted at any time of the year.

- viii. All applications are reviewed by the Clerk. Further information may be requested and you may also be requested to attend an interview with the Clerk and one or two Foundation Governors to present your project.
- ix. Each application is reviewed by the Foundation's Strategy Committee which meets more-or-less quarterly. We will score sections 5, 7, 8, 9 and 10 equally out of 5.
- x. The Strategy Committee makes a recommendation either to approve or decline to the Board of Governors which meets quarterly.
- xi. Please enclose with your application a copy of your most recent set of signed annual report and accounts and your Safeguarding and Whistle-blowing policies.
- xii. RRF reserves the right to appoint a 3rd party evaluator. We expect successful applicants to work with these evaluators.

Please e-mail the completed application to clerk@richardreevesfoundation.org.uk.

| | | |
|--|------------------------|----------|
| 4. Details of your organisation | | |
| Name of your organisation: | | |
| Charity Registration No (if applicable): | | |
| Company Registration No (if this applies): | | |
| Jurisdiction of Tax Residence Please state the country in which your organisation is resident for tax purposes. | | |
| A brief description of the charity's purpose: [maximum word limit: 30] | | |
| Contact name for enquiries about this application: | | |
| Job Title: | | |
| Business address and post code: | | |
| | Post code: | |
| Telephone number (Office): | | |
| Telephone number (Mobile): | | |
| Email address: | | |
| Website address: | | |
| Size of your organisation: | Micro (1-9 staff) | Yes / No |
| | Small (10-49 staff) | Yes / No |
| | Medium (50 -249 staff) | Yes / No |
| | Large (250+) | Yes / No |
| Does your organisation have a Safeguarding policy? If yes, does it include the named individual at your organisation responsible for Safeguarding? If yes, please submit with application | | |
| Does your organisation have a Whistle-blowing policy? If yes, please submit with application | | |

| | | |
|--|-------------|----------|
| 5. Project Details | | |
| Project Title: [maximum word limit: 15] | | |
| Which RRF priority does your project deliver? | Priority 1 | Yes / No |
| | Priority 2 | Yes / No |
| | Priority 3 | Yes / No |
| Project description: [As well as describing your project, explain how your project will deliver the priority you have selected] [maximum word limit: 200] | | |
| Project outputs: [Please complete section 9 first, then summarise your outputs here. List no more than 5] | 1. | |
| | 2. | |
| | 3. | |
| | 4. | |
| | 5. | |
| Project Period: [Duration, start and completion date] | Duration: | |
| | Start: | |
| | Completion: | |
| Project cost [What is the total cost of your project?] | £ | |
| Project cost [What is the amount you are seeking from RRF?] | £ | |
| Other funding: [Total contribution from other funders] | £ | |
| Other funders: [Please list your other funders together with their contribution] | | |
| Beneficiaries: [Who are your target beneficiaries with this project and how many people do you expect to reach?] [maximum word limit:150] | | |
| The need for your project [Explain the wider context within our area of benefit as | | |

| | |
|--|--|
| <p>5. Project Details</p> | |
| <p>well as any research which supports the gap your project is intended to address] [maximum word limit: 750]</p> | |
| <p>Competitors and Other providers [What other providers are there that are working with the same cohort of people you will be targeting?] [maximum word limit: 250]</p> | |
| <p>Sustainability [What happens to the project at the end of the grant period?] [maximum word limit: 250]</p> | |
| <p>Reporting, monitoring and evaluation [Please indicate frequency of interim progress reports and dates by which annual and end of project reports will be delivered for the duration of the project. This will be required using the Foundation’s template, which will ensure that there is a match between the work promised in the original application and the work being delivered. RRF reserves the right to appoint a 3rd party evaluator. We expect successful applicants to work with these evaluators.]</p> | |
| <p>Score [RRF use only]</p> | |

7. Risks

Using the template below, identify the risks that might cause your project to fail or fall short of expectations. Explain the impact each risk would have on the project, its likelihood and any known means of mitigation.

| Potential Risk | Potential Impact | Risk Level High / Medium / Low | | Risk Manager | Existing Control Procedures | Action Required & Timing |
|---------------------------------------|------------------|-----------------------------------|-------------|--------------|-----------------------------|--------------------------|
| | | Likelihood | Consequence | | | |
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |
| 8. | | | | | | |
| 9. | | | | | | |
| 10. | | | | | | |
| Score [RRF use only] | | | | | | |

8. Budget

Ensure your budget is sufficiently detailed to enable us to relate it to your activities. Please ensure direct project costs are distinguished from central 'core' costs, and separately sub-totalled.

Richard Reeve's Foundation governors' understand that projects involve core cost funding, but we expect applicant organisations to keep these to a minimum.

| | Year 1 | Year 2 | Year 3 | Total |
|---|----------|----------|----------|----------|
| Total Project cost breakdown | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Sub-total | £ | £ | £ | £ |
| Total overheads for the project | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Sub-total | | | | |
| | | | | |
| Project Total | £ | £ | £ | £ |
| Central Overheads [Please provide details and how they are funded] | | | | |
| Score [RRF use only] | | | | |

9. Outputs

These are the tangible products, services or facilities created by your project and are usually quantifiable. They should be SMART: Specific, Measurable, Achievable, Resourced and Time-bound and an explanation should be included as to how they will be measured.

| Key deliverable/output | By when | How they will be measured |
|---------------------------------------|---------|---------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Score [RRF use only] | | |

10. Outcomes

The outcomes of your project are the changes, benefits, learning or other effects that happen as a result of your project delivering its objectives.

Please provide details of outcomes you hope to achieve, both short and long-term.

| | |
|---------------------------------|--|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |
| Score [RRF use only] | |

11. Declaration

I declare that to the best of my knowledge, the information provided in this application is truthful and correct.

I understand that the Foundation may reject this application if there is a failure to answer all relevant questions fully or if false or misleading information is provided.

Signature:

Name:

Job Title:

Date:

Telephone number: