

Development Fund - Application Form

[Grant Ref: DF0626]

Application Form

Please read the guidance, which is available to download, prior to completing the application form.

Organisation Details

Organisation's Name	
Registered Charity Number (where relevant)	
Company Number (where relevant)	
Main Contact Name	
Main Contact Telephone Number	
Main Contact Email	
Secondary Contact Name	
Secondary Contact Telephone Number	
Secondary Contact Email	
We are: a constituted not-for-profit organisation, with a minimum of 2 unrelated directors, and a bank account in the organisation's name	Yes / No
What was your organisation's total annual income, in your most recent financial year end?	
Reserves - If you have any reserves, please provide a breakdown	
Restricted reserves – reserves in your account which are set aside for a specific purpose, such as grants to run a particular project	
Designated reserves – reserves that your organisation has allocated to a particular cost, such as staff salaries or rent	
Free or unrestricted reserves – reserves which are not designated or restricted	
If you have more than 12 months' unrestricted/free or designated reserves, please provide an explanation as to why your activity cannot be supported from these reserves	

Equity, Diversity & Inclusion

Are you an equity-led organisation: that is, an organisation led by and for marginalised communities? 'Led by' is defined as when more than 75% of an organisation's Trustees/Directors and more than 50% of staff members (including senior staff) are people from the communities that you serve or have lived experience of the issues that your organisation is tackling.	Yes / No
If yes, please provide additional information that demonstrates how you meet the criteria.	

Your Project

Give a one to two sentence summary of what you are applying for. [Maximum 50 Words]
Please copy and paste your organisation's charitable objects, purposes, or aims as set out in your governing document (for example, your constitution, articles of association, or other governing document).
Give a brief description of your organisation's work in Harrow, including who you support and how you support them. [Maximum 300 Words]
What will the funding be used for? [Maximum 400 Words]

Why is the funding needed now? [Maximum 250 Words]

What positive change will this funding make, and when will it be visible? [Maximum 350 Words]
This is a one-off grant that we see as an investment in your organisation's future. We want to understand how you will use the funding to achieve positive outcomes, strengthen your organisation, and create lasting impact beyond the grant period.

How will you measure the success of this project? [Maximum 200 Words]

If you plan to work with external partners or consultants, how will they be selected?
[Maximum 200 Words]

When will your project start and finish?					
Starts		Finishes		Duration	
Any notes?					

Budget

Item	£
<i>Please give a full breakdown of costs. Example:</i>	
Venue Hire	£4,680
78 events x 3 hours long x £20 venue hire (p/h)	
Staff Costs	£14,957.28
12 hours x 78 weeks x £11.44 (wage) = 10,707.84 - Employers National Insurance = 3,426.54 - Pension Contribution (3%) = 822.90	
Contribution Towards Overheads	£2,000
Project Contribution (5%) x Total Overheads costs (£40,000)	
Total	
Are there any additional sources of funding, either from other funders or your own resources, that will contribute to this proposal? If so, please provide detailed information about these contributions. Additionally, if the requested funds will not fully cover the costs of your project, please outline any funding gaps and how they will be addressed.	

Please confirm you pay volunteer expenses on a receipt basis?	Yes/No
Please confirm your charitable objectives are in line with your proposed activity?	Yes/No
Did you use AI in this application?	Yes/No
Beyond funding, is there any support that would help your organisation deliver this work successfully?	

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 shared with grant partners (Harrow Council, Voluntary Action Harrow, Young Harrow Foundation and Harrow Borough Based Partnership) and fellow grantees. Harrow Giving and partners will only use your information in accordance with General Data Protection Legislation and for the purposes of the grant.

I will monitor the success of the project and submit the necessary monitoring forms.

Signed (Electronic)	
Name	
Date	

Please send the completed application to: grants@harrowgiving.org.uk