

Introduction

To make an application, you will need to provide more detail about the charity, its activities, finances and the grant request. To help you plan your responses, a summary of the information we request is below.

You may find it useful to have a copy of the charity's most recent accounts, budget forecast and other administrative documentation to hand before proceeding. Note that you can pause your online application at any point and return to complete and submit it at a later date.

All fields require a response but most have a maximum character limit so please only provide succinct replies. We may request further detail during assessment.

Most fields have help notes – it is recommended that you open each to clarify the information that we are requesting. The help text will open in a new window when clicking the 'i' button.

Before submission you must attach a copy of the charity's latest accounts (in pdf format) and confirm that as the main contact, you are authorised to make a funding request on behalf of the organisation. Please ensure that your contact details are up to date so that we can keep you informed on the progress of your application.

Section 1

About your Charity

Question	Help notes
Charity registration number	<i>As listed on the Charity Commission website. If you are exempt, please state why.</i>
Date established (DD/MM/YYYY)	<i>When your charity first appointed a management committee and adopted its governing document. You must have been operating as a fully constituted organisation for at least 3 years, even though you may have registered as a charity more recently.</i>
Address	<i>Street, city, county and postcode</i>
Region	<i>In what region does your charity operate? If more than one region, select the one where most activities take place. Select 'National' if the charity operates across England and Wales.</i>
Charity website	<i>Please ensure field is blank, if not applicable</i>

About you

Question	Help notes
Salutation	<i>None/Dr/Miss/Prof/Mr/Mrs/Ms</i>
First Name	
Last Name	
Job title/position	
Main phone number	
Mobile phone number	
Email	

Section 2

Your Trustees Staff and Volunteers

Question	Help notes
How many trustees do you have?	<i>How many people are on your management committee?</i>
How many full-time paid staff do you employ?	<i>Please list the main job titles/ roles of your part time staff (including sessional workers). If you have no full-time staff, please enter "Not applicable". (Max 255 characters).</i>
Job titles/roles of full-time staff?	<i>Please ensure field is blank, if not applicable</i>
How many part-time paid staff do you employ?	<i>This number should include any sessional workers you employ.</i>
Job titles/roles of part-time staff?	<i>Please list the main job titles/ roles of your part time staff (including sessional workers). If you have no part-time staff, please enter "Not applicable". (Max 255 characters).</i>
How many volunteers help you regularly?	<i>This number should not include the trustees/ management committee members accounted for in the field above.</i>
Volunteer roles	<i>Please list the key volunteer roles. (Max 255 characters).</i>

Charity objectives and activities/services

Question	Help notes
What are the aims and objectives of the charity?	<i>What was the charity set up to do? (Max 1000 characters).</i>
What are the main activities of the charity?	<i>What are the main activities and/or services that the charity provides? (Max 1000 characters).</i>
Where and when do main activities take place?	<i>How often (weekly/monthly)? On what day(s) of the week? At what time(s)? At which location(s)? (Max 1000 characters).</i>
Who are the people you support and what are their needs?	<i>Who are your main beneficiaries and what issues do they face? (Max 1000 characters).</i>
What difference do you make?	<i>What difference does your work make to your beneficiaries? Describe the changes that result from the activities/ services that you provide. (Max 1000 characters).</i>
How many people access the activities?	<i>Please tell us how many people benefit from your work and tell us if this is per day, week, month or year.</i>

Section 3

Finances

Question	Help notes
Last Financial Year	<i>Please provide the following information from the most recent accounts approved by your trustees.</i>
Financial year-end? (DD/MM/YYYY)	<i>This should match with the charity's financial year end on the Charity Commission website</i>
Income £	<i>Charity's total income in the last financial year</i>
Expenditure £	<i>Charity's total expenditure in the last financial year.</i>
Restricted reserves £	<i>Funds that were given for a specific purpose.</i>
Unrestricted reserves £	<i>Including designated funds. We do not fund charities with unrestricted reserves that equate to more than 12 months expenditure (or projected expenditure).</i>
Current Financial Year	<i>Please provide the following information from your charity's budget forecast for this financial year.</i>
Financial year-end? (DD/MM/YYYY)	
Projected expenditure £	<i>The charity's TOTAL estimated expenditure for this financial year. Amounts over £40,000 are not eligible.</i>

Main areas of expenditure	<i>For example: Salaries/ Sessional Fees - £15,500; Rent - £2,300; Utilities - £1,250; Volunteer Expenses - £3,350. (Max 400 characters).</i>
Income secured to date £	<i>How much funding has been secured towards projected expenditure in this financial year?</i>
Summary of secured income	<i>For example: restricted reserves-£3,000, donations-£1,400, fees/subs-£2,750, fundraising activities-£900, unrestricted reserves-£2,000. (Max 400 characters).</i>
Charges to access services	<i>Briefly summarise the cost of accessing the charity's activities/services, if applicable. Specify if the amount is per session/week. (Max 400 characters).</i>
Shortfall Proposals	<i>Please explain how the charity plans to meet the proposed shortfall. If grant applications are pending, state which funder(s) and when a decision is expected.</i>
Summary of proposals for meeting shortfall	<i>(Max 400 characters).</i>

Section 4

Your grant request

Question	Help notes
Total amount requested £	<i>Requesting more than £3,000 per year will not increase your chances of us awarding our maximum grant of £9,000 over 3 years.</i>
Over how many years?	<i>Single grant/over 2 years/over 3 years</i>
Are you asking us to fund any specific activity/service or cost area in your projected expenditure?	<i>If so, please specify which (otherwise we will assume you are seeking our grant as a contribution towards overall running costs of the charity). (Max 255 characters).</i>
Why do you need our grant?	<i>If you need our funding to replace an existing grant, please tell us when this expires. If funding has been cut, tell us when this occurred. If your income has reduced unexpectedly, tell us why. (Max 255 characters).</i>
Which of our priority groups does the work you are asking us to fund focus on?	<i>Disability/Education/Elderly/Social Welfare/Youth</i>

Latest accounts

You must provide a copy of the charity's latest accounts in order to complete your application. We cannot process your request for funding without this documentation. Click on the 'File Upload' to attach the accounts to your application. PLEASE NOTE: Only PDF documents can be uploaded.

If your accounts are saved in Excel or Word, these can be easily converted by opening the original document, clicking 'Save A Copy' and selecting PDF from the drop-down menu.

Supporting information

You are welcome to upload additional information (such as annual report, promotional leaflets, newsletter or timetable of activities) using the link provided.

If you are unable to convert and/or upload accounts or supporting information then please send these via email (apply@yappcharitabletrust.org.uk) or post (The Yapp Charitable Trust, 1st Floor, MILE House, Chester le Street, County Durham, DH3 3RA).

Declaration

By submitting this application, you agree to allow The Yapp Charitable Trust to retain the information provided on our database in order to process and assess your funding request and to administer any grant(s) that we may award. Personal data submitted to us via this website or directly via email or post will be used for the purposes specified in our privacy statement (available to download from our website) which include; enabling access to online services on our website; sending non-marketing communications; sending email notifications relating to your grant application and dealing with enquiries or complaints.

The Yapp Charitable Trust reserves the right to hold data related to grant applications for archive purposes in order to facilitate a high standard of due diligence which will enable us to continue to fulfil our charitable objects.

I confirm that I have read and agreed the above.

I confirm that I am the main contact named in Section 1 of this application and am authorised to submit this funding request on behalf of the charity.

I confirm I have provided a copy of the charity's latest accounts.