**SRC grant application form (Projects) 2021/22**

Please read the guidance for applicants document in full before completing your application.

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| **Project Organiser/ Lead organisation:** *[enter name of group making this application]*  **Amount of Grant Funding being requested:** £ *[enter amount]*  **Project name:** *[enter name of the project being proposed for funding]* |

1. **Funding Criteria**

Please describe how your project will fit with the objects of the Society of Retreat Conductors:

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1. **Project Organiser details/ Lead Organisation Details**

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| **2.1 Organisation name:** |  |
| **2.2 Organisation website:** |  |
| **2.3 Organisation address:** |  |
| **2.4 Organisation postcode:** |  |
| **2.5 Organisation country:** | *[e.g. England, Scotland, Wales or Northern Ireland]* |
| **2.6 Organisation charity commission or Companies House number: (if applicable)** |  |
|  | |
| **2.7 Main contact name:** |  |
| **2.8 Main contact job title:** |  |
| **2.9 Main contact email:** |  |
| **2.10 Main contact phone number(s):** |  |
|  | |
| **2.11 Overview of the lead organisation’s main activities:** | |
| *[No more than 150 words]* | |

1. **Project Overview**

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| **3.1 Project name:** |  |
| **3.2 Delivery Partners - details of organisations you intend to work with to deliver the project (**if applicable i.e. if you are applying as a single organisation but intend to deliver the project in partnership with others). | *[Organisation name:*  *Website:*  *Role in the project:*  *Contact name:*  *Contact email:]* |
| **3.3 Project Introduction and Need:** | |
| *[In no more than 400 words, provide the background to your project. Please also use this section to detail the need for your project.* | |
| **3.4 Project Aim:** | |
| *[50 words]* | |
| **3.5 Project Description:** | |
| *[No more than 350 words - This should include clear description of the activity that will be carried out using the funding, including timelines and resource needed]* | |
| **3.6 Project fit with funding category specific criteria:** | |
| *[In no more than 400 words, explain how your project fits with the category specific criteria as set out in the guidance for applicants document]* | |
| **3.7 Project numbers** | *[Please list the number of sessions delivered, number of beneficiaries supported, that will result from this project ]* |
| **3.89 If the SRC funded project described above forms part of a wider project or programme, please:**  **a) describe the wider project or programme;**  **b) explain how the SRC funded project would fit in:** | |
| *[No more than 450 words, if not applicable please type N/A]* | |

1. **Project Delivery (when, where, who and how)**

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| --- | --- |
| **4.1 Project start date:** | dd/mm/yyyy |
| **4.2 Project completion date:** | dd/mm/yyyy |
| **4.3 Project location and reach:** | *[Where will project activities take place? (i.e. which specific local areas will the project benefit?)]* |
|  | |
| **4.4 Project beneficiaries:** | *[Who are the proposed beneficiaries of the project? How will you reach and involve them?]* |
| **4.5 Project team:** | *[Who will manage and deliver the project?*  *Please list all roles and indicate the number of volunteers who will support the project delivery]* |
|  | |
| **4.6 Capability and capacity to deliver the project:** | |
| *[In no more than 250 words, provide evidence to demonstrate that:*   * *your organisation has delivered projects of a similar scope and / or scale;* * *or if this is a new venture, that specialist expertise is in place, or will be recruited, to run and manage project activities]* | |
| **4.7 Equal opportunities and diversity:** | |
| *[In no more than 250 words, describe how your project is inclusive and operates within an equal opportunities and diversity framework. Are there any specific minority or equality issues relating to this project and the proposed beneficiaries that you have considered? Where available, please also attach your organisational equality and diversity statement]* | |
| **4.8 Safeguarding arrangements for children and/or vulnerable adults:** | |
| *[Please include details of arrangements for safeguarding children and vulnerable adults participating in this project. All applicants must include a copy of their safeguarding policy, along with a statement detailing how you (the applicant) are assured that it has effective and appropriate safeguarding procedures that protect employees, beneficiaries or volunteers from harm, and that explains how any concerns and incidents are managed. ]* | |

1. **Project Finances**

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| **5.1 Total project cost:** | £ |
| **5.2 Total amount of SRC Funding requested** | £ |
| **5.3 If SRC funding does not make up the entire project cost, please outline the match funding which makes up the remaining balance?**  **Please outline any further in-kind support you will additionally contribute towards the development of the project.** | *Funding organisation: £X*  *Funding organisation: £X*  *Funding organisation: £X* |
|  | |
| **5.4 Project Budget:**  **(Please also attach a budget breakdown)** | *[Confirm that you have completed and attached a project budget, and use this space to provide any additional commentary.*  *You should use the following cost categories as your starting point.*   * *rent and other overheads* * *travel and subsistence* * *staff costs* * *IT* * *promotional costs* * *training costs for staff and volunteers*   *training costs for beneficiaries/ service users*   * *monitoring and evaluation costs* * *other (please specify).* |
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1. **Mandatory Documentation Checklist**

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| **Document Required and attached:** | I |
| 1. Fully completed application form |  |
| 2. Safeguarding policy and a statement detailing how you (the applicant) obtain assurance that your organisation has effective and appropriate safeguarding procedures that protect employees, beneficiaries or volunteers from harm, and that explains how any concerns and incidents are managed |  |
| 3.budget breakdown |  |
| 5. Contact details for two referees from two separate organisations |  |

1. **Authorisation**

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| **Privacy Notice**  All information will be processed in compliance with the Data Protection Act 2018, the General Data Protection Regulation and any other relevant data protection legislation.  **Who controls the information you provide?** The Society of Retreat Conductors (SRC)  **Why are we collecting and processing your personal data?**  Your personal data is being collected and processed by SRC to assess your application.  **Will we share your personal data?**  Your personal data will not be shared  **How long will we keep your personal data for?**  Your application will be retained for 12 months after which it will be destroyed.  **Your rights over your personal data**  You have the right to see what personal data we have about you, to have it corrected, to request that we restrict what we do with your data in certain circumstances, and to ask us to stop using your data, but keep it on record.  **Your right to complain**  You also have the right to lodge a complaint to the Information Commissioner's Office about our practices, to do so please visit the Information Commissioner’s Office website: [https://ico.org.uk/concerns](https://ico.org.uk/concerns/).  Please confirm below that you have read and understood this statement and agree with its terms.  If you need any further information please contact: Data Protection Officer via www.thesrc.org.uk |

I declare that I have the authority to represent *[insert name of organisation]* in making this application.

On behalf of *[insert name of organisation]*, I confirm that the information provided in this application is accurate.

Signature: ………………………………………… Date: ……………………………..

Name: …………………………………………

Role: …………………………………………

**Completed applications should be returned to the SRC team at: redingtonkathy@hotmail.com**

Please note:

* **the deadline for applications is 2 months before the start of your project**;
* any late applications received will not be assessed.