

LC REF:		45 Westminster Bridge Road London SE1 7JB Tel: 020 7021 4204 <a href="mailto:london.catalyst@peabody.org.uk">london.catalyst@peabody.org.uk</a>
Received:		
Acknowledged:		<b>GRANT APPLICATION FORM</b>

**BEFORE COMPLETING PLEASE READ THE GRANT GUIDANCE**

Please use this form to **OUTLINE** your proposal. You may attach further information if necessary.  
You will be asked to provide more detail at a later stage especially for **Special Interest Grants**

Tick which type of Grant you are applying for:	<b>SPECIAL INTEREST GRANT</b>		<b>SMALL GRANT PROGRAMME</b>	
--	-------------------------------	--	------------------------------	--

<b>1</b>	<b>ABOUT YOUR ORGANISATION</b>			
Name of Organization:				
Full Correspondence Address:				
		Postcode:		
Main Contact Name: (Title, forename, surname)		Position:		
Tel:		E-mail:		
Web site:		Charity No:		

<b>2</b>	<b>REFEREE</b>			
Name				
Position/Prof.				
Tel:		E-mail:		
How do you know this person?				
<i>(The referee must be someone who knows your organization in a professional capacity and is not an employee, management committee member, volunteer or someone who has a family or personal connection).</i>				

<b>3</b>	<b>AIMS &amp; ACTIVITIES</b> (Summarize why your organization was established, its main activities and core clients)			

<b>4</b>	<b>YOUR PROPOSAL</b>			
Describe in just one or two sentences the aim of the proposal.				

**What do you plan to do?**

**More Details: Explain how the need was identified, supporting evidence and the role of partner agencies**

**5 | OUTCOMES & IMPACT**

**What do you expect to achieve at the end of the project?**

**How and what will you record to demonstrate the project has made a difference?**

**6 | FUNDING: ATTACH A BUDGET AND ANSWER THE FOLLOWING ON A SEPARATE PAGE**

**(a) Provide an accurate breakdown of the actual costs of the project**

**(b) Include who else you have asked, or plan to approach, for funding and what has been the outcome?**

**(c) Total grant requested from London Catalyst:            £**

**PLEASE TICK ONE BOX IN EACH OF THE FOLLOWING CATEGORIES**

<b>7</b>	<b>WHO WILL BENEFIT?</b>					
	Children/Young people	Adults	Older People	Families	Other:	

<b>8</b>	<b>IDENTIFY YOUR TARGET USERS:</b>			
	Long term limiting illness or condition		Multiple health & social needs	
	Learning disability/difficulties		Mental ill health	
	Drug, alcohol, other substance dependent		Other:	

<b>9</b>	<b>FURTHER DETAILS:</b>			
	<b>What % of users are receiving state benefits or could be describe as living in poverty</b>			

<b>10</b>	<b>ETHNIC GROUP:</b>			
	<b>Describe the majority of your service users?</b>			

<b>11</b>	<b>REFUGEE/ASYLUM SEEKERS</b>	No	Yes	Country of Origin	
-----------	-------------------------------	----	-----	-------------------	--

<b>12</b>	<b>IN WHICH LONDON BOROUGH (S) WILL THE PROJECT OPERATE?</b>			

<b>13</b>	<b>OUR AIMS: LONDON CATALYST SEEKS TO MAKE A DIFFERENCE THROUGH ITS GRANT MAKING</b>			
	Which of the following do you feel your project might help to improve?			
	<input type="radio"/> the health and well being of your users			
	<input type="radio"/> the access to and availability of health services and facilities			
	<input type="radio"/> help to remove people from poverty			

<b>14</b>	<b>YOU MUST ENCLOSE THE FOLLOWING DOCUMENTS</b>			
	The most recent <b>ACCOUNTS</b> (and Annual Report if a separate document). To include a list of the names and positions of your <b>MANAGEMENT COMMITTEE</b>			
	An <b>ORGANISATIONAL DIAGRAM</b> which shows the names of staff and use of volunteers and their respective roles and responsibilities			

**YOU MAY POST or EMAIL THE COMPLETED FORM & ATTACHMENTS.  
IF EMAILING PLEASE SEND A **SIGNED COPY** IN THE POST**

As part of the application process London Catalyst may collect other information, seek verification of the information provided and from time to time share information with other grant providers and external agencies to prevent fraud and as part of our external auditing requirements. Furthermore under the Freedom of Information Act 2000 we may be required, subject to any exceptions, to disclose information requested under the Act.

**DECLARATION**

**To the best of my knowledge, all the information I have provided on this application form is correct and I have the authority to sign this request on behalf of the named organization. I give my consent for the information used on this form to be processed by London Catalyst for the purpose of monitoring and assessing grant applications as stated and that it may be retained, store and processed by London Catalyst for this purpose.**

Signature			
Name (print)			
Position		Date	

<b>PREVIOUS APPLICATION - OFFICE USE ONLY</b>			
Year		Report Received/Notes	

## GUIDANCE FOR APPLICANTS

### OUR AREA OF BENEFIT & ELIGIBILITY:

- Grant-making is restricted to Greater London (within the M25 orbital motorway)
- Applications are accepted from charities, voluntary and community organisations.

### PRIORITY IS GIVEN TO PROJECTS:

- tackling an unmet health need
- targeting the poorest people; in boroughs/wards evidenced by recorded levels of deprivation.
- activities that will 'make a difference'; new or significant developments
- in which we might take a significant interest as a grant maker (Special Interest)
- encouraging partnership; e.g. with VCO's, health services, faith groups.
- with an income of less than £1 million, £500,000 for Small Grants (*An organisation with income over £1m may occasionally be considered when its resource and expertise mean it is in the best position to tackle unmet need.*)

### FREQUENCY & SIZE OF GRANTS

- One application in any 12-month period. Normally for one year
- Samaritan Grants: according to demand and effectiveness; range £100 - £2,000.
- Small Grants Programme: up to £3,000
- Special Interest Grants: from £3,000 as determined by the purpose, evidence, likely impact
- Prefer time limited 'catalytic' grants, but will consider changing circumstances and developments. Requests for continuation funding considered on a case by case basis and the following criteria:
  - The grant acts as a 'bridge'; either to funding agreed but not yet available or to a significant project development bringing sustainability or an essential short term intervention.
  - A realistic assessment of what the impact would be if a grant was not made.

### ADVICE TO APPLICANTS:

If you are proposing to set up or develop a health project, including activities to access services and improve your users health and well being, we expect you to demonstrate and describe:

- Expertise: a close working knowledge of the client group and relevant expertise or a willingness to work with expert partners from an external agency
- Activity: to take place in an accessible venue with purposeful user-centred activity.
- Local knowledge: work with local groups and agencies including the Primary Care Trust (PCT) or equivalent
- Learning: participants have an opportunity to develop interests, skills and knowledge, e.g. signposting to further learning or following a structured programme that includes an accredited training element
- Counselling and Therapy: applications for counselling and psychotherapeutic services must meet all relevant professional standards.

### FEEDBACK

You are invited to make any comments on our grant making or procedures. Please note the guidance which is available on our website or from the office.

**LONDON CATALYST**  
**45 Westminster Bridge Road, London SE1 7JB**  
**Tel: 0207 021 4204**

[london.catalyst@peabody.org.uk](mailto:london.catalyst@peabody.org.uk)