The True Colours Trust

Notes for Applicants to the True Colours Trust UK Small Grants Programme

These notes are designed to help you complete your application to True Colours. However, if there is anything within the form which you are unsure about, or if you'd-like to have a conversation with us before you submit, please do contact us at info@truecolourstrust.org.uk.

Before you start

Please note that the application form must be completed in one sitting as it does not have a save function. If you are concerned about your internet connection, it may be best to complete the sections in a word document and then copy and paste them into the form when you are ready.

Completing the Form

Contact Information

Name of Organisation

If your organisation operates under a different name to the one it is registered under, please give us both names.

Organisation Address

Please provide your organisation's postal address.

Main Contact for the Project
Name

Title

We may need to contact you to discuss your application. Please provide the contact details for the person we should speak to about the project.

Telephone

Your Email

About your Organisation

Please provide your registered charity number or Community Interest Company number
(Please note: organisations which are not registered charities or CICs are not eligible to apply)

Charity Website Address

If your organisation does not have a website, please put 'n/a'.

Number of paid employees. Please provide details of whether they are full-time or part-time

Feel free to keep this brief, e.g.
Our charity employs three people: one full-time and two 0.5 full time equivalent.

Number of volunteers

Please describe your organisation - what does it do and why? (250 Words)

You might consider including:
- The main activities of your organisation.
- The needs you're addressing.
- What you're trying to achieve.
- A little about your history.
We encourage you to write no more than about 250 words.

Income (most recent full financial year)
(Please note: organisations with an income of more than £350,000 pa are not eligible to apply)

Expenditure (most recent full financial year)

Please provide the total income and expenditure of your organisation for your most recent full financial year. If your organisation has not yet completed a full financial year, please state this.

We regret that if your income is over £350,000 per year, you are not eligible to apply.

How many months' running costs does your organisation currently hold in reserves? Is this in line with your reserves policy?

> Please let us know your current reserves position. e.g.
> - *We currently hold four months' running costs in reserves. We are working towards holding six months' running costs in reserves, which will be in line with our reserves policy.*

Has your organisation experienced a significant loss of income or increase in costs due to Covid-19? If yes, please provide details.

> You may have suffered a drop in income from events or other fundraising due to Covid-19, or perhaps experienced an increase in costs due to having to adapt services or purchase PPE. Please let us know.

Do you receive any statutory funding? Please provide details.

> If you receive statutory funding, please advise us what activities are funded and provide an outline of what costs are covered.

Purpose of Funding

Sum requested (up to £10,000)

Please outline how you would use this funding, should you be successful. (250 Words)

> You might consider including:
> - Clear objectives of the project.
> - The activities you will do.
> - Information on timing – how long will it take?
> - What do you hope to achieve by the end of the project?
> - What will the impact be on children and families?

Please provide a budget with estimated costs, showing how you would use a grant from True Colours. Please provide this in a list if possible. Should you be successful, you will be asked to provide a detailed report on expenditure following the completion of the project.

> Please provide a list of planned expenditure on the project. E.g.
> - *£800 to purchase games for use at after-school club.*
> - *£1,200 for hall rental.*
> - *£200 for PPE to make services safe.*

Who are your service users? How many people do you expect to reach? What is the age range of children you support? (approx. 250 Words)

> You might include the following:
> - Age of children you support.
> - Types of disabilities or life-limiting conditions of the children you support.
> - Number of parents/siblings you support.
> - Do you support children and families from BAME communities?

Can you tell us more about the area you work in (approx. 150 words)

> You might consider telling us the following:
> - Is the area in which you work urban or rural?
> - Is it an area of high deprivation?
> - What are the biggest challenges facing the children and families you work with?

Do you charge families for your services? If so, how much?

> Please tell us how much it costs families to access your services.

Has your organisation received funding from True Colours in the past?

> Please state yes or no, or if you're not sure whether you've received funding in the past, please put 'not known'.

Safeguarding

DBS checks: Please confirm that DBS checks have been conducted on staff and volunteers.

○ Yes   ● No

If DBS checks have not been completed, please indicate why.

[   ]

> If DBS checks have not been completed, please tell us why they're not needed.

Please confirm that you have suitable safeguarding policies in place, covering children and vulnerable people, and any other relevant safeguarding issues. This should include reasonable steps you are taking to support staff, volunteers, and the public in relation to Covid-19. We expect these are reviewed and updated regularly by your organisation. We may request to see these policies at any time.

○ Yes   ● No

Please confirm that you agree to adhere to the Trust's safeguarding policy, further information on this policy can be found on the Trust's website.

○ Yes   ● No

> Please click 'yes' to show that you have safeguarding policies in place and you will adhere to True Colours' safeguarding policy.

Feedback

We strive to make our application process as accessible as possible. If you have any feedback on this form, or any suggestions of things we could do better, please do let us know.

If there is anything within this form which you are unsure about, or you'd like to have a conversation before submitting, please do contact us at info@truecolourstrust.org.uk.

SEND

> When your application is complete, please click 'send'.

When you have finished

When you have completed the form, please click the 'Send' button at the bottom of the page.
The form will then reset, and you will see a message below the 'Send' button which reads:

'Your message was sent successfully. Thanks'.

You will receive an email confirmation of receipt of your application within a week of submission.