



**The Shears  
Foundation**

## Section 1: Contact details and about your organisation

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**What is the name of your organisation?**

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**What is the address of your organisation?**

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**What is the name of the contact person for this application?**

**What is their position / job role?**

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**What is their daytime phone number?**

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**What is their email address (for all email correspondence)?**

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**How many trustees / board members / management committee members does your organisation have?**

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**In the last financial year that you have accounts for, what was your organisation's income?**

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**In the last financial year that you have accounts for, what was your organisation's expenditure?**

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**In the last financial year that you have accounts for, what were your organisation's unrestricted reserves?**

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**How many paid employees does your organisation have?**

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**How many volunteers does your organisation have?**

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**Where does your organisation do most of its work?**

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**Please describe the work of your organisation – what is it that you do?**

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## Section 2: About the project you want us to support

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**What is your project's name?**

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**What does the project promote?**

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**Does your project or activity promote the development of culture and the arts?**

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**Does your project or activity promote the development and provision of educational opportunities for adults and / or children?**

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**Does your project or activity promote the Protection, preservation or enhancement of the natural environment?**

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**Does your project or activity promote help create stronger / better / more sustainable communities?**

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**Does your project or activity help promote health and medicine, with an emphasis on research or education?**

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**Please can you describe the project or activity that you want the grant for?**

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**Please can you tell us why the project or activity is needed and you know it will work?**

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**Please can you tell us in what geographical area your project or activity will operate and bring benefit to people?**

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**Please can you tell how many people will benefit from your project or activity?**

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**Please can you tell us the sort of people / groups of people that will benefit from your project or activity?**

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**What steps you will take to reduce the environmental impact / carbon footprint of**

**your project or activity?**

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**What are the three main objectives for your project or activity?**

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**How will you track progress against your objectives and show whether you have succeeded in achieving these?**

## Section 3: Money and Finances

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**How much will your project / activity cost in total?**

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**Funding already secured**

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**Unsecured funding**

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**Project breakdown / Use of Shears Foundation Funding**

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**Total Grant Requested**

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## Section 4: Administration

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**What is the name of your organisation's bank account?**

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**What is the name of your bank?**

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**What is your bank account number?**

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**What is your bank account sort code?**

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**What is the address of your bank?**

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**How many signatures do your cheques require?**

**How many people in your organisation are allowed to sign cheques or make online payments?**

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**Please upload your Bank Statement**

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**Please upload your most recent financial statements / accounts**

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## Section 5: Declaration

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**I am authorised to make an application on behalf of this organisation.**

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**I certify that the information provided in this application is correct.**

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**If the information in the application changes in any way, I will inform the Shears Foundation.**

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**I give permission for the Shears Foundation to record details of this application electronically.**

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**Please tick to indicate your charity is NOT currently being investigated by a statutory body in relation to safeguarding issues.**

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**Please tick to indicate your charity is NOT currently being investigated by any statutory body for fraud / charity law issues.**

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**Please upload your safeguarding policy**

**Signature**