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# SYP Trust Application Form – PLEASE USE FOR REFERENCE ONLY, WE ARE NOT ABLE TO ACCEPT WORD VERSIONS OF THE APPLICATION. YOU CAN ACCESS THE FORM ONLINE [HERE](https://formapply.formstack.com/forms/syp_trust_application_form).

You can save and resume the online application form and update your answers for up to 30 days by using the 'save and resume' link at the bottom of each page.
**If the form is not submitted within 30 days, the information will be deleted.**

You will be asked to upload a budget and your written safeguarding policy if you have one.
There are options to add additional information as well should you wish to.  Please note that uploads will be deleted each time you save and resume so please only add them when you are ready to submit your form.
**Please note that your uploads must not collectively exceed 20mb.**

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| Organisation |
| Organisation name |  |
| Organisation's registered address |  |
| Organisation’s legal status | Registered charity and\or registered company or otherRegistered charity number if applicableRegistered company number if applicable |
| Year formed | This should be the year the organisation began operating and not necessarily the date it was registered) |
| Briefly describe the aims, objectives and activities of your organization. | Maximum 200 words |
| Contact for this Application | First name, Last name, Job title/role, Email and Phone |
| About Your Organisation |
| Total number of paid staff | This should be the number of direct employees or sessional workers either full time or part time |
| Total number of volunteers involved  |  |
| Please confirm that you have a written safeguarding policy, and that all of your employees and volunteers who have direct contact with children and young people will have DBS checks. | If you do not have a written policy you will be asked to describe your safeguarding processes. If you do have a written policy you will be required to upload a copy to the form. |
| Please tell us when you last trained your staff and volunteers in their safeguarding responsibilities. |  |
| If you have a written Equalities, Diversity and Inclusion Policy (EDI), please attach it. If not, please describe what your organisational approach is for EDI when delivering your services and for your staff/volunteers. | Maximum of 200 words |
| Youth Inclusion - Please tell us how young people are included in your leadership and management. | Maximum of 200 words |
| Your Application and the Purpose of the Grant |
| Project name | Maximum 20 words |
| Please summarise the purpose of your application | Please tell us succinctly what the activity is and what he impact/change will be as a result. Maximum 100 words. |
| Amount you are requesting | Up to a maximum of £10,000 |
| Describe what the funding will be used for | Please tell us how the activity will be delivered.. Please also include how you have identified the need for the activity. Maximum 500 words |
| Which of our three aims will the funding be used for?Please include all that apply | Please see our website and guidance for our three main themes:- Accessing learning and employment- Living a healthy, active life- Giving a voice to their situation |
| Please choose which focus area or areas your work most closely aligns with: | Please see our website and guidance for our focus areas:Employment and Education: Work with those disengaged or excluded from compulsory education to achieve qualifications or training that supports their interests and employment aspirations. Primarily for groups where unemployment is demonstrably higher (such as refugees, those with disabilities, school avoiders and young people from traveller communities).Health: Medium to long term support to improve and protect their mental health through tailored and small-scale support that meets their individual needs as identified by the young people themselves. Youth Voice: a) Projects which enable them to develop and demonstrate leadership skills with a practical application.b) Creative projects that enable them to speak out and express their views on key issues, that are presented to the decision makers and communities they wish to influence. |
| Please tell us how you will be addressing the theme or themes you have selected above through this funding | Maximum 250 words |
| When will the funding be required by? | Please note we are not able to fund activity retrospectively so consult our website for our grant decision dates |
| Have you applied to other funders for this work? | If yes, please tell us which funders and have provided a grant and how much and any applications still awaiting a response.If no, please tell us where the funding will come from if your application is not successful or if you are seeking part funding |
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| Monitoring and Evaluation |
| What will be the impact your work makes to your beneficiaries, what changes do you expect to see and what outcome you expect to achieve as a result of the funding? | Max 400 words |
| How will you measure the impact of the work and what it has achieved | Maximum 250 wordsPlease upload any relevant past impact reports for the project or previous work which can demonstrate your ability to deliver these or similar impacts and outcomes. |
| Tell us how many direct beneficiaries there will be as a result of this funding |  |
| Can you tell us the % split of genders you anticipate among the children and young people you will work with? | MaleFemaleOther |
| Where will your service or activities be carried out? | You will also be asked to also list the specific London boroughs, if not London wide, thar you project will benefit. |
| What difference will your project make to the beneficiaries? | Maximum 400 words |
| Will you need funding for this work in the future, and if so, how will this be met? | Maximum 250 words |
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| Accounts and Budget |
| Please list your income and expenditure for your most recent financial year | Please remember we are unable to fund an organisation with an income of over £1m during their most recent financial year. |
| Please tell us who much you held in free reserves (unrestricted cash) at the end of your most recent financial year? | If you are carrying a substantial surplus or deficit in unrestricted cash, please tell us how this has come about and what plans your management/Trustees have to address it. |
| Budget | Please attach a budget. You will find a model budget on our website if you need a template. |
| Please add a budget to show what the funding will be spent on | If you would like to use our template budget tool then please email info@shaftesbury.org.uk and request a copy or you can download it from our application form. |
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| Person approving this form |
| To the best of my knowledge, all the information that I have provided in this application form is correct. I give my consent for the Trust to hold and process this data in accordance with the privacy statement, on the Trust's website, which is compliant with UK and EU GDPR. |
| The person approving this form should be a listed Trustee or Director. If they are not available, please ensure it is the most senior person within your Organisation | First nameLast namePosition in Organisation |