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| **Together for Short Lives & Morrisons “Building a Legacy Together” Application Form – for capital expenditure projects (request under £50,000)** | | |
| CHARITY REGISTRATION DETAILS + CONTACT DETAILS | | |
|  | Full registered name of charity (as per Charity Commission registration): |  |
|  |  |  |
|  | Please list any other names the charity has been known by and provide information on why the charity is/has been known by any other name/s (e.g., working/trading name, previous name) |  |
|  | *Please provide all other names including previous names, also known as names, associated with names, etc.* |  |
|  |  |  |
|  | Charity registration number: |  |
|  |  |  |
|  | Company number (if applicable) |  |
|  | *Please leave this blank if you do not have a Companies House number.* |  |
|  |  |  |
| PRIMARY CONTACT FOR APPLICATION: | | |
|  | Title: |  |
|  |  |  |
|  | First name: |  |
|  |  |  |
|  | Last name: |  |
|  |  |  |
|  | Position within Organisation: |  |
|  |  |  |
|  | Direct email address: |  |
|  | *This should be a direct work email address rather than a personal email address.* |  |
|  |  |  |
|  | Direct telephone number: |  |
|  | *This should be a direct work telephone number rather than a personal telephone number.* |  |
|  |  |  |
|  |  |  |
| HEAD OF ORGANISATION *(if already the primary contact, please enter the details of a Trustee here). Please note that this additional contact should not be related to the primary contact.* | | |
|  | Title: |  |
|  |  |  |
|  | First name: |  |
|  |  |  |
|  | Last name: |  |
|  |  |  |
|  | Position within charity: |  |
|  |  |  |
|  | Direct email address: |  |
|  |  |  |
|  | Direct telephone number: |  |
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| CHARITY DETAILS | | |
|  | Please tell us about your service users – how many people normally benefit from your work? And from what area/region? 200 words |  |
|  | *Please include any other pertinent information about the groups/communities that you support.* |  |
|  | Please complete the following table for those currently being supported:   |  |  | | --- | --- | | **Main Ethnic Group** | **% (approx.)** | | Asian/Asian British |  | | Black/African/Caribbean/Black British |  | | Mixed/multiple ethnic groups |  | | White/White British |  | | Other ethnic group |  | |  |  | |  |
| CHARITY FINANCIAL INFORMATION | | |
|  | Please state your financial year end date: |  |
|  | *For example, if your financial year runs from April to March, state: 31 March.* |  |
|  | Please attach your latest set of full signed accounts. Figures provided in text questions should correlate with figures provided in attachment. |  |
|  | *Please state your total income and total expenditure for your latest set of full signed accounts:* |  |
|  | Year-end DD/MM/YYYY  Total Income: £  Total Expenditure: £ |  |
|  | *Please state the value of reserves held as declared in your latest set of full signed accounts:* |  |
|  | Value of free reserves:  Value of designated reserves:  Value of restricted reserves:  Value of endowed reserves:  *You are not required to state any reserves represented by tangible fixed assets.* |  |
|  | Please let us know if there is anything you would like to highlight within your accounts / budgets, or if anything could benefit from further explanation. |  |
|  | *Such as reasons for an unusually high reserves, missing accounting deadlines, clarifying a complicated reserves position or reasons for a fluctuating turnover.* |  |
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| FUNDING REQUEST DETAILS | | |
|  | Project title (50 words) |  |
|  | *Provide a one sentence description of what you are requesting funding for* |  |
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|  | Project description (600 words) |  |
|  | *Provide a project description which:*   * *Summarises the need for the capital project (why you need to carry out the work; how consultations with beneficiaries have helped you understand this need; who the project intends to help; what physical constraints you are seeking to overcome; details of any gaps in provision locally/nationally that this project will address)* * *Summarises the actual capital work that will take place* |  |
|  |  |  |
|  | Please provide details of any environmental sustainability initiatives that would reduce the environmental impact of the project should you be successful. 200 words |  |
|  |  |  |
|  | Total project cost |  |
|  | |  |  | | --- | --- | |  | Amount requested from the Building a Legacy Together grant fund | |  |
|  | Please attach your project budget, including a project cost plan from a Quantity Surveyor or three quotes from Contractors. |  |
|  | *Does the budget include contingency for costs? Please explain why you consider that your contingency budget is sufficient given all the cost increases and delays that recent building projects have encountered.* |  |
|  | Project start date (when do you expect to start the capital part of the project?) |  |
|  |  |  |
|  | Project timeline (how long will the capital part of your project take? If it has already started, when did it start and how is it being funded?) 200 words |  |
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|  | Project dependent factors (are there any important factors that could affect the success or timeline of the project) 200 words |  |
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|  | What are the expected project outcomes? 600 words (how will the project enhance hospice services; how will the improvements / new build address an unmet need in the current service provision; how will it help you to reach more families in need of children's palliative care) |  |
|  | *Please include information on how many people will benefit from the building project; how this project will support your work to diversify your work to new / different groups.* |  |
|  | Does your organisation own the building / land where the project will take place? Y / N  If your building is leased, please provide the terms of the lease, grounds for termination and the number of years remaining. |  |
|  | *Does your lease allow for capital improvements or has the landlord given the permission needed for your capital project?*  *Please note we are unlikely to consider a request for capital funding if your lease is less than 20 years. (If less, please discuss situation with Together for Short Lives).* |  |
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|  | To what level of the RIBA design stages has the project progressed? |  |
|  | *Please note that usually we will not accept an application* f*or new buildings, extensions, major internal renovations if the design has not completed RIBA Stage 2 and reached RIBA Stage 3 or equivalent.* |  |
|  | Has the project obtained outline, or full, planning permission and listed building consent (if relevant)? Where planning permission is not required, please submit evidence as per Appendix I to demonstrate the feasibility of the project. |  |
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|  | What risk factors have been considered and how will these be minimised? 200 words |  |
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|  | What are your contingency plans if activities/the project are unable to proceed as planned? 200 words |  |
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|  | How will the project be monitored and evaluated? 300 words |  |
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|  | Please outline how this project reduce your carbon and environmental footprint, if relevant. 200 words |  |
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| PROJECT FUNDRAISING  Ideally Morrisons will be the sole funder of this project. However, hospices can apply for funding towards a capital appeal (ongoing or due to start) where Morrisons will be the sole funder of a distinct part of this wider project, and where the project will finish within 12 months of the date the grant is awarded. | | |
|  | Describe your fundraising strategy / approach to this capital project (200 words) |  |
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|  | Will the activities proceed without funding from the Together for Short Lives and Morrisons “Building a Legacy” fund? |  |
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|  | How will you fund ongoing (revenue) costs once the capital project is complete? 300 words |  |
|  | *For example, if the capital project will allow you to increase services, and requires new staff being hired, how will these costs be met?* |  |
|  | How will you acknowledge the donor and recognise Morrisons’ support for this project through the “Building a Legacy” grant program? 200 words |  |
|  |  |  |
|  | SAFEGUARDING |  |
|  | Together for Short Lives requires charities receiving grants to follow safeguarding legislation and Charity Commission guidance.  Please attach a copy of your most recent safeguarding policy / policies. |  |
|  | *Please confirm the date your most recent safeguarding policy / policies were last reviewed, and the name of the safeguard lead for your organisation.* |  |
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| **Additional Attachments** | | |
| Please attach a Statement of Support from the Chief Executive or equivalent at the hospice outlining how the proposed work will make a difference in practice and confirming the organisation will take responsibility to review the progress of the project. | | |
|  | Attachment |  |
|  | | |
| If desired, provide any other additional attachments (including promotional material) to support your case and/or to illustrate the work of your organisation. Please ensure all attachments are titled clearly, ideally in the following format: 'Your Organisation Name – The Document Type – The Year/Time Period Document Relates to'. | | |
| Attachment | | |

**Appendix I**

**For internal refurbishment, fit out or renovation projects** (Planning Approval or Building Regulations may not be necessary and so difficult for the applicant to evidence)

**Selection criteria might include:**

* Architectural drawings or specialist information illustrating scheme of refurbishment
* Outline specification of work and internal finishes
* Programme for detailed design and installation / refurbishment works
* Written confirmation from local authority or professional consultant that planning permission or building control approval is not required
* Proof of building ownership / landlord’s approval

**For external garden or play-space project etc**

* Architectural drawings to scale illustrating landscape scheme
* Outline specification of work and finishes or play equipment etc.
* Programme for detailed design and installation / refurbishment works
* Written confirmation from local authority or professional consultant that planning permission or building control approval is not required
* Proof of land ownership / landlord’s approval

**For new buildings, extensions, major internal renovations (RIBA Stage 3)**

* Architectural drawings to scale illustrating scope of project
* Certificate of local Authority Planning Permission which has not expired (may accept written evidence of application submitted)
* Outline specification of works and finishes
* Programme for detailed design and construction phases
* Proof of building ownership / landlord’s approval