

# APPLICATION FOR GRANT FUNDING

Refer to the information panels for guidance on individual questions.  
Please use the continuation sheet at the end if required.

## SECTION A: ABOUT YOU

**1** Legal name of organisation applying

**2** Is the organisation known by any other name?

**3** Applicant type  
Charity  Limited company  Other (please specify)


**4** Limited company or registered charity number


**5** When was your organisation set up?

**6** Tell us about the company (Maximum 50 words)

**7** How many people work for your organisation? How many trustees or directors are on your board?

**8** What was your turnover in the last financial year?

 For example, charitable incorporated organisation (CIO) or trust.

 Who you are, what the company does and the nature of the organisation.

## 9 Main contact for application

Individual contact name

Position in organisation

Registered address

Telephone number

Alternative contact number

Email

Alternative email address

Website of organisation

## 10 Secondary contact for application

Individual contact name

Position in organisation

Registered address

Telephone number

Alternative contact number

Email

Alternative email address


Website of organisation


## 11 Previous applications

Have you applied to TDS Charitable foundation before?

## 12 If yes, was your application successful?

## 13 Does your current application relate to the other project? (Maximum 50 words)

 An alternative point of contact for the project.

 Is the project an extension of a previous venture, a continuation or separate focus?

**14** Please give an example of a project you have carried out in the last 3 years.  
(Maximum 350 words)


**i** What did the project entail and what was the outcome of the project?

# SECTION B: ABOUT YOUR PROJECT

**1** Amount of grant applied for

**2** Tell us the name of your project

**3** Please tell us about the project or activity you want us to fund?  
(Minimum 500 words, maximum 2,000 words – Continues overleaf)

 Be as detailed as possible with your explanation of the project and what you are going to do. This should be between 500-2,000 words.

### 3 Continued (Minimum 500 words, maximum 2,000 words – Continues overleaf)

**i** Be as detailed as possible with your explanation of the project and what you are going to do. This should be between 500-2,000 words.

### 3 Continued (Minimum 500 words, maximum 2,000 words)

**i** Be as detailed as possible with your explanation of the project and what you are going to do. This should be between 500-2,000 words.

**4** Is there a specific target group your project is aimed at?

**5** What is the reach of your project?

**6** Where are the people who will benefit most from your project?

**7** How will you publicise your project? (Maximum 50 words)

**8** What evidence do you have to show that your project is needed? Have you consulted with the people who will benefit from your project or conducted research in to the impact it may have?  
(Minimum 250 words, maximum 1,000 words – Continues overleaf)

**i** For example first time renter, school leavers or accidental landlords.

**i** The number of people expected to benefit from the project.

**i** Is there a specific location or region that the project relates to?

**i** Detail any preliminary research which has been carried out by you or other organisations. This should be between 250 and 1,000 words.

**8** What evidence do you have to show that your project is needed? Have you consulted with the people who will benefit from your project or conducted research in to the impact it may have?  
(Minimum 250 words, maximum 1,000 words)

**9** With this evidence in mind, what will you achieve with this project?  
(Maximum 100 words)

**i** Detail any preliminary research which has been carried out by you or other organisations. This should be between 250 and 1,000 words.



**10** You will be required to demonstrate what you achieved. How will you measure the outcomes of your project? (Maximum 100 words)

**i** For example the number of participants engaging in the project and their feedback or the reach of a resource created.

**11** **The Trust's objects are:**

*“To advance education about housing rights and obligations in general, and in particular about (a) best practice in the management of private rented housing, (b) legal rights and obligations which are of particular relevance to those who are involved in the provision or management of private rented housing or who hold tenancies within the private rented housing sector and (c) use of alternative dispute resolution processes for the more efficient and effective resolution of disputes between landlords and tenants”.*

*Or/and 2. To advance conflict resolution through promoting the use of alternative dispute resolution processes for the more efficient resolution of disputes between landlords and tenants within the private rented housing sector.”*

**In what ways does the project meet these objects?  
(Minimum 500 words, maximum 1,000 words – Continues overleaf)**

**i** Please write a minimum of 500 words but no more than 1,000 words.

# 11

In what ways does the project meet these objects?  
(Minimum 500 words, maximum 1,000 words)

**i** Please write a minimum of 500 words but no more than 1,000 words.

**12** Please set out an itemised breakdown of how the grant will be spent

Item or activity	Cost entailed	Amount sought from TDSCF

**i** You should provide a detailed breakdown of the stages of the project/ activity and the specific amount which will be spent for each item from the grant monies requested.

**13** Will you be seeking or have you received funding from any other sources for this project? If yes, please specify (Maximum 50 words)

**14** Please explain how you have calculated your costs (Maximum 50 words)

**i** Have you sought quotations, invoices etc.

## SECTION C: WHEN

**1** What is the expected start date of your project?

**2** What is the expected completion date of your project?

**3** Please set out a detailed timeline for the project from start to completion

Item or activity	Time for completion

**i** Indicate the timeframe for each task/activity for example this will take 1-2 weeks to complete or this will be an on-going task for the first 6 months of the project. If more room is required, please create this in a separate document and attach upon sending.

## SECTION D: REPORTING & PUBLICITY

If we make a conditional offer to provide funding for your project you will be required to provide us with the following within 28 calendar days of our notification to you:

- 1 A summary from your most recent accounts
- 2 Your latest annual report
- 3 A financial statement (we will send you a template for this)
- 4 Press release (we will send you a template for this)
- 5 Confirmation that section E (when) is on track or revised timeline if applicable.

**Following an award to you, we will require:**

- Monthly updates (we will send you a template for this)
- On completion of the project, a full report (we send you a template for this).

**In submitting this application you confirm that:**

- You are authorised by your organisation to apply for this funding
- All the information contained in your application is accurate and true.

After your project is complete, you will be required to demonstrate to us that you have achieved what you set out to do. Should you be unable to do this, we reserve the right to request the funding is returned to us.



Please submit the completed application and any attachments to: [info@tdsfoundation.org.uk](mailto:info@tdsfoundation.org.uk)

or by post to:

**TDS Charitable Foundation, Unit 1 The Progression Centre, 42 Mark Road, Hemel Hempstead HP2 7DW**

# CONTINUATION PAGE IF REQUIRED