

Please see below the questions you will answer in the Allen Lane Foundation online application form. This document is to help you prepare the application only.

Your organisation details

- Organisation name
- Street address
- Town
- County
- Postcode
- Contact first name
- Contact surname
- Position in organisation
- Contact phone
- Contact email
- Website address
- Charity number (If you are a registered charity please put the charity number here)
- Company number (If you are an organisation registered with Companies House please put the company number here)
- Have you applied to the Allen Lane Foundation before?

Your organisation and governance

- Organisation governance (Please tell us when and why was it set up, how many people are currently on the management committee and what experience do they bring?) Maximum 150 words
- Wellbeing and safety (Please tell us how you ensure the wellbeing and safety of the people involved with the organisation, and its beneficiaries) Maximum 100 words
- Staff and volunteers (Please tell us about any paid workers you have, their roles/hours, and how many volunteers you have) Maximum 50 words
- What are the organisation's overall aims? Maximum 50 words
- How does your work fit the Foundation's three aims as below:
 - Making a lasting difference to people's lives rather than simply alleviating the symptoms or current problems;
 - Reducing isolation, stigma and discrimination;
 - Encouraging or enabling unpopular groups to share in the life of the whole community.Maximum 200 words
- Please select the most relevant region you work in. (Please refer to our guidelines for details) (drop-down list)
- Please tell us a little about the area you work in, in terms of deprivation or local need. Maximum 200 words
- Please tell us how you operate – and when your organisation is open/available, and what it does. (It would be useful if you could tell us what takes place, say on a daily or weekly basis, what activities are run, and how many people these benefit) Maximum 200 words

Your application

- Funding programme (Please select the funding programme which you applying towards - drop-down list of eight programmes)

- What is the purpose of the request for funding – please tell us in less than ten words. (For example: the title of a specific project; a contribution to a salary; general running costs; or start-up costs.) Maximum 10 words
- Please tell us here in more detail about what you are applying for and explain what you will do. (What will the grant help to achieve over the year? How many people will benefit from this work, and what difference will this make to their lives? How will you know if the work has been successful?) Maximum 350 words
- Please tell us why you are planning to do this work, and how you know there is a need for it. Maximum 100 words
- Tell us why you are the best organisation/people to do it. Are there any other similar projects or services locally? Maximum 100 words
- *This question is only relevant if you are applying under the Social Cohesion Programme. Please give details of how your project meets the Social Cohesion programme's stated aims of:*
 - *Building better community cohesion and trust, and encouraging respect and understanding in the local area;*
 - *Proactively promoting the inclusion of marginalised groups or individuals in the life of the local community;*
 - *Breaking down barriers and tension in the local community, thereby reducing feelings of division and "them and us". Maximum 300 words*
- Please give two or three outcomes/outputs of the work you are applying for funds for. These need to be short, a few words/short sentences only. Maximum 50 words
- Any other information. (If there is anything else you wish to add in support of the application, or any other relevant information, please note it here. If you wanted to add one or two short case studies of how you help people, please do so here. Alternatively you could add any supporting documents as an attachment at the end of this form.) Maximum 300 words

Budgets and accounts

- How much money are you requesting from us in total? (Please note the maximum amount we award is £15,000)
- Period (drop-down list - please say whether this is a single grant, or spread over two, or three years)
- Please attach the overall organisation's budget for the current financial year (Include all anticipated expenditure, and information about what income is secured, and how/where/when the remainder of income is likely to come from.) Attach document.
- Breakdown of costs (If your application is for a specific project or element, please attach a breakdown of the particular costs involved and tell us what other income you have secured or applied for towards this) Attach document
- Please attach a copy of the accounts for the organisation's last financial year. (If these are not yet finalised, please send a draft, or management accounts, or a summary of income and expenditure, to include a balance at the year-end) Attach document
- If you produce one, please also attach your most recent annual report. Attach document
- If you are not a registered charity or company, please attach your constitution here. Attach document
- Please attach any supporting documentation here (eg a copy of the job description if the application relates to a post) Attach document