



At Ada & Albert, we provide funding support projects working with vulnerable and disadvantaged children. If you wish to apply for funding for your project, please complete and sign the form below and email it to grants@adaandalbert.co.uk for consideration.

Before you apply for funding, please read our Application FAQs to ensure that your project is eligible. Our Application FAQs can be found online at www.adaandalbert.co.uk.

Eligibility Criteria

By completing and signing this form, you are confirming that all the information you are providing is accurate and correct. All details provided will be thoroughly checked and verified before funding can be authorised. If any details provided by you are found to be false, or provided fraudulently, Ada & Albert may decline your application, withdraw any existing funding agreement and prohibit you from applying for funding in future.

Please read the following statements carefully, and indicate whether they are true or false.

1. The project you are applying for funding on behalf of is a not-for-profit organisation. All income to your organisation is used to support vulnerable children, and is not distributed to members, owners or shareholders.

- Yes
 No

2. You are applying for funding for a project or initiative that works with disadvantaged children and young people.

(Ada & Albert defines 'vulnerable children' as those who are struggling with issues such as poverty, deprivation, neglect, abuse, bullying, psychological or physical difficulties.)

- Yes
 No

3. You are applying for funding to work with children up to the age of 16.

- Yes
 No

4. Your project has a Child Protection or Safeguarding Policy, which can be provided to Ada & Albert on request.

- Yes
 No



5. You can provide Ada & Albert with your most recent set of 12-month accounts for examination. If your organisation is less than 18 months old, you can provide projected accounts. The accounts must be signed and dated by a member of our Board of Trustees.

Yes

No

6. You have read and understood Ada & Albert's Application FAQs, which are available to read or download from our website at www.adaandalbert.co.uk.

Yes

No

7. You understand that the maximum amount of funding Ada & Albert can provide to a single project is £10,000, and confirm you are not requesting more than this amount.

Yes

No

Your Contact Details

Please note: We may share the information that you provide to us with colleagues within Ada & Albert, as well as third-party funders and regulators, in order to help us assess the eligibility of your application, or to provide information to the relevant authorities, if we believe any fraudulent activity is underway (including, but not limited to, to investigate crimes, dishonesty, or to protect vulnerable children). Please place a 'X' in the box below to confirm that you understand and consent to this information being shared.

Yes, I understand and consent to my information being shared, where appropriate

No, I do not consent to my information being shared within Ada & Albert and its third-party funders and regulators.

Organisation Name: *(This should be the legal name of your organisation)*

Organisation Address:



Organisation Phone Number: (the best number to contact you on during office hours)

Organisation Email Address:

Organisation Website:

Please provide the contact details of the person we should contact regarding your application:

Applicant's Full Name:

Applicant's Email Address:

Applicant's Contact Number:

Applicant's Job Title/Role in your organisation:

Should your application be successful, the person with overall responsibility for your organisation will be required to sign Ada & Albert's funding terms and conditions. Please provide the contact details of that person (should be a Chairperson, or equivalent):

Name:

Job Title:

Address:

Phone number:

Email address:



When thinking about the children with whom you work and provide support, please describe the particular challenges and vulnerabilities they face, and how these issues affect their lives.

On average, how many children will benefit from the project you would like Ada & Albert to fund, and over what period of time?

What ages are the children that your project helps to support?

- 0-5 years
- 6-10 years
- 11-16 years
- All of the above



How does your project find the vulnerable children with whom you work? (ie, are children referred to you by local councils or support services? Do the children or their families approach you directly?)

How do you ensure that your project supports the most vulnerable children in your area?

How do you ensure that your project is tailored specifically to the needs of the children you support? In what capacity do they have a say in the project or initiative you provide?



Does your organisation have an official Child Safeguarding Policy?

Yes *(If yes, please submit a copy of it with this application form)*

No *(If no, please explain why you feel this is not necessary)*

Please provide the contact details of the person in your organisation with responsibility for your Child Safeguarding Policy.

What date was your Child Safeguarding Policy last updated?

Please provide the name and contact details of the person who delivers your child protection safeguarding training either within, or on behalf of, your organisation.

Do you make sure that all your organisation's staff, Board and volunteers receive this training? If not, please explain why this is not necessary.



How soon after joining does a new member of staff/trainee/Board member/volunteer receive Child Protection and Safeguarding training?

How regularly is this training refreshed or repeated with existing staff?

Do you ensure that all those in your organisation who work with vulnerable children receive all relevant CRB and background checks?

If you do not carry out such background checks, please explain why you feel this is not necessary.

Please outline the types of liability and/or indemnity insurance you have in place to limit the risks to your organisation, and what level of financial protection this provides.



Does your organisation have any other insurance policies in place, such as travel or motor insurance? If so, please provide details of coverage and financial protection levels.

Details of Your Project

Please provide full details of the activities and services you wish Ada & Albert to support financially.



What other services are available that provide the same, or similar, support to children in your area? (such as initiatives from the NHS, local authorities, charities or other voluntary sector support). How will your project complement/improve on these existing facilities?



Why is your organisation best placed to deliver this work?

Does your project/initiative charge fees for children to be involved? If so, please provide full details.

How do you ensure children who cannot afford these fees are not excluded from your service?



When will your project run, and how often? *(please detail the time, days of the week, and frequency of your the project/initiative)*

How many weeks of each year, on average, will your project run?

Where will your project take place? *(Please provide full details of all venue(s) involved):*



Does your work involve any of the following? *(Please mark the box if yes)*

- Residential or overnight stays
- Counselling services
- Befriending or mentoring services
- Work around the subject of the sexual exploitation of children

Is this an existing project?

- Yes
- No

When would you want/need to start receiving this funding?

Which geographical areas does your project cover?



If your project works with vulnerable children of school age, does it take place during typical school hours?

Yes

No

If yes, please provide details of why you feel this is necessary/unavoidable.

Have you been unsuccessful in a funding application to Ada & Albert in the past 12 months?

Yes

No

If you have previously been unsuccessful, please outline what changes have been made in your application/project that have prompted you to reapply at this time.



Please describe the three key benefits your project offers to vulnerable children in your area. How will your project make a positive difference in their lives?



Please describe how these benefits are achieved:

What statistics/records do you collect in order to monitor how well these benefits have been achieved for each child? What methods do you use to collect this information? (ie, observation, feedback, questionnaires, etc):



About Your Organisation

What type of organisation are you? *(ie, charity, school, volunteer group, community project, etc):*

What year were you first established?

What is your organisation's purpose/main objective as stated in your governing documents?

If you are a registered charity, please provide your charity number:



If you are a company, please provide your company number:

Please provide the section of your governing document which shows you are a not-for-profit organisation:

How many people are needed in your organisation to authorise a document or sign a cheque?



How many active members are there on your governing body/Board of Trustees or Directors? *(must be a minimum of three to apply)*

Do any members of your organisation's Board, governing body or cheque signatories live together?

Yes

No

If yes, please provide details of how you safeguard financial transactions and avoid conflicts of interest:

Consider the governing body at your organisation that would be in charge of the project for which you are applying for funding. How many times per year does it meet formally?



In the event of your organisation closing (ie, through a dissolution clause or asset lock), please detail the clause in your governing document which specifies what happens to any funding surplus you may have at that time:

Does any member of your governing body receive payment for their role?

Yes

No

If yes, please outline the how your governance document allows this. Please provide details of any clause in your governing document that sets out the circumstances under which you might pay members of the governing body, or, for charities registered in England and Wales, this may be authorisation given by the Charity Commission or courts:



Please tell us about the skills and experience of those on your governing body:

Please provide details of a Referee we can contact, who can give us independent feedback about your organisation. This should be someone who is not a part of your organisation, but who knows of your work in a professional capacity. We may contact your Referee during our consideration of your application:

Referee's Full Name:

Referee's Email Address:



Referee's Contact Number:

Referee's Job Title/Role and Place of Work:

How has the Referee had experience of your organisation's activities?



Finance & Budget

As part of your application, you will need to provide 12 months of accounts that are less than 18 months old. If this is not possible, please briefly explain why below:

Has your organisation run at an operational deficit, or needed to dip into your reserve funds, during the past two years?

Yes

No

If yes, please explain why:



How much do you have as a financial reserve?

What is your reserves policy?

Please outline below anything unusual about your accounts, ie, if there has been a significant change in reserves, high free reserves, or any large deficit:



Please provide details of the bank account into which Ada & Albert would pay its funding, should your application be successful. If your application is successful, Ada & Albert would need to see proof of this bank account, such as a recent statement or letter from the bank, confirming these details:

Bank Sort Code:

Bank Account Number:

Name of Bank:

What is the Full Name on the Account? *(Ada & Albert will only pay into organisation accounts, not personal accounts)*

How much will your project cost in total, including any costs for which you are not requesting funding support?



If you are not applying to Ada & Albert for full funding, how will you fund the remaining costs?

Is this funding secured? If yes, please include full details below:



Please provide a full breakdown of the amount you are asking Ada & Albert to fund for you, outlining what this will be used for, under the following headings:

What is the total amount you are asking Ada & Albert to fund:

How much of this will be used for staffing costs, and over what period of time? Please include details of what staffing role, and how they support the service you provide:



How much of this will be used for staffing costs, and over what period of time? Please include details of what staffing role, and how they support the service you provide. This figure should include all relevant wages, recruitment, training, pension, National Insurance and staff travel costs. Please list all the job titles of the roles to be funded and the number of hours worked (include salaried staff and sessional workers). Please indicate if these are new or existing positions.



How much of this funding will be used to purchase goods or materials, and over what period of time? Please list individually any single items that cost more than £250. Please include details of what these goods will be used for, and how they support the service you provide:



Please include below details of any additional project support costs you are requesting funding for, which are not covered in the questions above. We will only fund costs for specific purchases that relate directly to the project. We will not fund management costs or overheads calculated merely as a percentage of project costs, nor any costs the organisation would be paying for even if the specific project did not run. Please include details of these costs, what they will be used for, and how they support the service you provide:



How did you hear about Ada & Albert? Please give as many details as possible. (ie, through a newspaper article, through word of mouth, from a third-party person or organisation)

Applicants' Declaration

I confirm that I have the authority within my organisation to submit an application to Ada & Albert on their behalf.

Full Name:

Job Title:

Signature:



Please enter the date in the box below:

How Ada & Albert will use your data

We will use your data to process your application and deal with any queries we may have in relation to it.

We may share the information that you provide to us with people who help us assess and manage our grants; as well as other funders, the police, regulators and those who otherwise have a legitimate interest in the information, or where we have a legitimate interest in sharing the information (including, without limit, to detect, investigate or prevent crimes, dishonesty or grant misuse, or to protect children from harm).

Please sign within this box to confirm that you have read and understood our data policy. By doing so, you confirm that you are happy for us to share your information within the limits outlined above.