1. **ALL ABOUT YOU**
	1. Please provide the contact details of someone we can speak to if we have any queries about your application. They should be knowledgeable about the project and available to speak to us during office hours.

	Full Name of your Organisation:

	Address of Organisation:

Contact Name and Position in Organisation:

Contract Number:

Email:

Website

1.2 Are you a formally established group?

 What did your organisation site:

What type of organisation are you? (tick all boxes that are appropriate)

Registered Charity Charity Number:

Unincorporated Club or association

Other (please specify) ………………………….

Are you part of a larger regional or national organisation Yes No
*We will fund local branches if you can demonstrate you operate independently and have a sperate management committee.*Do you have a constitute or set of rules? Yes No

1.3 Staffing and Volunteers
**How many** of each of the following are involved in the organisation (please put numbers)

|  |  |  |  |
| --- | --- | --- | --- |
| Full-time Staff / Workers |  | Members |  |
| Part-time Staff / Workers |  | Volunteers and Helpers (all ages) |  |
| Management Committee Members |  | Volunteers and Helpers (under 25 years) |  |

1.4 Please describe the overall aims and objectives of your organisation and the activities or services your organisation provides:

1. **TELL US ABOUT YOUR GRANT APPLICATION**

2.1 The grants are indented to provide support to those who are looking for additional financial support for their Christmas based project / activity.

Therefore, please explain what you would like to do / use the grant for? Please describe your project / activity. Please elaborate and tell us about the people or community that will benefit from your services and what kind of issues they might be facing i.e. low income, lack of facilities, loneliness etc.

2.2 Please outline the benefits or outcomes you expect to achieve as a result of the funding.

3 **DECLARATION**

It is essential that you understand and agree to sign up to the following statements. Please note that **if you leave the organisation or can no longer fulfil your responsibilities**, or someone else takes over responsibility for the grant on behalf of the organisation, **you must inform us immediately**.

* Our signatures confirm our acceptance of the terms and conditions of the grant as they are set out in this application form and the Application Guidelines.
* We certify that the information contained in this application is correct and that we are authorised by the organisation to accept these conditions on their behalf.
* We will only spend the grant for the purposes outlined in this initial application unless we have received written confirmation, from the Oander Foundation, that we can make a variation of spend.
* We will spend grants for the purchase of equipment or a short-term project within 3 months of receipt. Any other grant will be spent within a 12-month period of receipt. Oander may require the return of the balance of any grant not spent after this period. Any unforeseen circumstances which delay a grant being spent will be taken into account and support given where appropriate.
* We acknowledge we cannot sell or dispose of any equipment or other assets funded or part funded by Oander Foundation without first receiving written permission. If any equipment or assets are sold within their working life without such undertaking, Oander can ask for a percentage of the original grant to be re-paid.
* We realise we must keep all financial records and accounts including receipts for items bought with the grant for at least 6 years. These must be made available to Oander Foundation if requested.
* We will comply with Oander Foundation’s Monitoring and Evaluation requirements and will return appropriate information within 13 months of the grant being awarded (or 6 months if the grant is for a one-off event or item of equipment). We will also send a copy of our annual accounts or financial report for the year in which the project took place.
* We will acknowledge the grant in relevant publications that relate, directly, to this project or activity and in other documents that we produce such as our Annual Review etc. We will use the appropriate logo and credit, as provided by the Oander Foundation.
* We confirm that, if we are going to be working with children or vulnerable adults, we will ensure we have carried out the necessary checks through the Criminal Records Bureau on our paid and volunteer staff. We will also ensure that we have the appropriate policies in place, together with systems for ensuring that these policies are at work on a daily basis.
* We confirm that we shall comply with any legal and insurance obligations that may be relevant in order to carry out the scheme, such as planning, licensing, employment, health and safety, and equal opportunities legislation and public liability and employers’ liability insurance as well as specific insurance requirements. We will ensure that all necessary permits and licenses have been obtained for any event or project funded by the grant and that the event or project complies with all relevant regulations.
* We accept that Oander Foundation will, under no circumstances, be liable for any damage, injury or loss of any kind whatsoever to any property or persons occurring as a result of activities undertaken with this grant.
* We acknowledge that we must allow Oander Foundation representatives to make visits and have access to relevant information, if requested.
* Oander Foundation is committed to equal opportunities both in the provision of services and as an employer. The project shall ensure that it promotes equality of opportunity to all sections of the community in its service delivery, its internal employment and management practices, and in its dealings with any partners or contractors.
* We give permission for Oander Foundation to record the information in this form electronically and to contact our organisation by phone, mail or email with regards to this application. We understand Oander Foundation may list our organisation as a grant recipient, and provide details about our application, in press releases, in the press, on our website, annual review and other publications.

Oander Foundation may hold back an instalment of a grant, or ask for repayment in whole or in part, in the following circumstances:

1. if the organisation fails to keep the terms and conditions of grant aid as detailed above
2. if the application form or accompanying documents contained false or deliberately misleading information
3. if the organisation does not follow guidelines in their Child Protection Policy (if applicable) or Vulnerable Adult Policy (if applicable)
4. if any member of the governing body, staff or volunteers act dishonestly or negligently in their implementation of the grant
5. if the organisation closes down, goes into administration, receivership or liquidation

This form should be signed by two people from your management / organising committee. We suggest you keep a copy for your own records

# Organisation Chair or Secretary

Name (please print) Signature

Date:

# Committee member

Name (please print) Signature

Date:

From time to time Oander Foundation may contact you with information about its activities or pass your details on to other potential funders that might be interested in your project / activity. If you do not wish to be contacted for these purposes, please tick this box

Please sign and return to:

Oander Foundation
c/o Oander, Unit 3 Hollybush Business Centre, Shipley Bridge Lane, Horley, Surrey, RH6 9TL

or alternatively via email to Samantha on sam.hunt@oander.co.uk