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| **Wooden Spoon Project Application Form**Thank you for applying to Wooden Spoon for a grant to support your organisation.The criteria that we apply to all projects considered are shown on the website and are updated periodically. Please ensure that you have read the criteria and confirm to yourselves that you are eligible. The current criteria are also included within this application form.The following process is applied to all projects. * Completed application received and assessed by National Office.
* Application passed to Regional Team for consideration.
* If approved by Regional Team returned to National office for due diligence checks.
* Checks carried out and if required contact with the applicant for clarification.
* Once cleared request for inspection issued to Project Inspectors who will visit the applicant and review the application.
* After inspection if considered appropriate the application will be submitted to the Project Committee of Trustees. They meet generally on a monthly basis.
* Assuming the project is considered appropriate for Wooden Spoon an “Agreement in Principle” confirmation is issued to the Applicant that will include the date that the application will be considered by the Council of Trustees.
* **NO COMMITMENT BY WOODEN SPOON IS MADE** until the Council of Trustees has approved the project and the grant letter is issued.
* Council of Trustees meet mid March, June, September and December.
* If approved a grant letter will be issued that will include the amount to be provided together with the terms and conditions applying to the grant. A sample grant letter can be provided if required.

Throughout the process you will receive contact from the Regional Team, National Office and Project Inspectors. Should you have any questions during this process please email projects@woodenspoon.org.uk**Wooden Spoon Project Criteria March 2020**Projects must fall within Wooden Spoon’s Vision Statement: “Our aim is to make a positive impact on the lives of children and young people through our commitment to quality charitable work”If a project is a physical, tangible asset, of a permanent nature the following must apply:* Must have a minimum predicted life-span of five years (preferably ten years), be non transferable and of a permanent nature. (Special consideration may be given to funding life-enhancing/medical treatment equipment if it can be shown that the useable life of such equipment is likely to be at least five years.)
* Grants will not be considered for salaries, administration costs, professional fees and on-going overheads related to a capital project.

If a project is educational or disability sports focused the following must apply:* There must be a key rugby element to engage children and young people
* Must have a clearly defined project brief to include detail on: description of project need and objectives, stakeholders, description of participants (age, gender, geography), recruitment of participants, project activity and budget, legacy planning, monitoring and evaluation and finally reporting to Wooden Spoon
* Grants will be considered for kit and equipment, salaries and administration costs

**Badging:** For brand recognition purposes all Projects of a physical nature should have the facility of being badged (e.g. ‘The Wooden Spoon Playground’). Wooden Spoon’s supporters can then recognise their contribution within their local communities and general awareness of Wooden Spoon can be increased. It is important that the badging be consistent and of a high standard. This badging will normally be in the form of a wall-mounted plaque and will be organised by National Office. **Beneficiaries:**The project must enhance and support the lives of children and young people (under 25) that are disadvantaged physically, mentally or socially. The project must work directly with children and young people and have a positive influence on their lives from the activities or service provided. The beneficiaries must be located in UK.The project beneficiaries must be a group. Wooden Spoon cannot make grants to individuals.**Contractors and Suppliers:** Wooden Spoon does not recommend contractors or suppliers. If applicants wish to discuss appointing suitable contractors or suppliers they are welcome to speak to organisations who have received previous grants for projects similar to their own. **Grant Amount:**There is neither a minimum nor a maximum grant level. However, it is unlikely that a project of a physical nature that is under £5,000 will have sufficient substance and scale to qualify under the ‘projected lifespan’ rule. Wooden Spoon’s contribution may be up to 100% of the cost, though beneficiary organisations will be encouraged, where practicable, to raise a proportion themselves.In exceptional cases a project spend of less than £5,000 may be approved if it can be shown that without Wooden Spoon’s grant the project would not go ahead or if the making of the grant would result in the region concerned being able to leverage substantial additional support or publicity for Wooden Spoon in the area. **Grant Use:**Wooden Spoon’s commitment to a grant remains subject to the raising of funds, although we plan our commitments accordingly.Grants from Wooden Spoon are for the **sole purpose** of the project and must not be retained or used for any other purpose without the prior agreement of Wooden Spoon. Should the purpose that the grant is provided change, stop or the organisation ends then a proportion of the grant will be repayable.**Membership:**Subject to the application being approved by Wooden Spoon Trustees, we require a minimum of one new Wooden Spoon membership to be taken out by a representative of the applicant organisation for a period of five years, allowing us to keep them informed of our charitable activities. **Minibuses:**Whilst Wooden Spoon does not actively encourage the funding of minibuses, as this requirement is well supported by other charities, consideration will be given to applications where it can be shown that the minibus could not be funded by any other charity and that the high visibility of such a mobile unit in a region would bring added benefits to Wooden Spoon in raising the level of awareness of Wooden Spoon within the local community.**Monitoring and Evaluating:** Applicants are expected to monitor and evaluate the ongoing performance of the project by providing a case study incorporating (before, during, and after where relevant) photographs and highlighting the benefits that it has brought to an individual member of the user group. Please note that we will use these photos and case studies on our website and in other marketing literature to promote the projects Wooden Spoon funds (see Publicity below). Applicants should therefore ensure that they have all the right permissions for this information before sharing it with us. Wooden Spoon will request information from you after 2 and 5 years so we can measure the impact of our donation.**Organisations:**Wooden Spoon can only make grants to organisations with a legal status. For example; schools, charities, and clubs. We can fund applications from groups working in partnership but one organisation must take the lead for the application and be the primary beneficiary and point of contact.We do not accept multiple applications from the same organisation while an application is being considered, unless the organisation is working in partnership, as stated above.**Payment Schedule:**Wooden Spoon would normally expect to make funds available in a single payment to the applicant organisation upon receipt of confirmation that the project has been completed in line with the grant application and as outlined in the Wooden Spoon grant letter and copy invoices from the supplier to the applicant organisation. Wooden Spoon will make its grant payment by BACS transfer, usually within 14 days of receiving the claim for payment. **Publicity:**Photographic and public relations opportunities should also be taken, where possible. Opportunities might include the cutting of the first sod on site, payment of the cheque from Wooden Spoon or the official opening of the project. Except in rare, justified circumstances, beneficiaries of grants are expected to cooperate in appropriate publicity for the project as it progresses and to allow subsequent occasional pre-arranged access for employees of Wooden Spoon’s significant corporate sponsors. This activity helps to raise the Wooden Spoon profile and increase funds for project expenditure.**Safeguarding:**Organisations should expect to demonstrate they have policies in place to protect children and young people in their care whilst also supporting their development. In addition the safeguarding and child protection policies should be in line with the policies adopted by Wooden Spoon.**Financial Sustainability:**We encourage our projects to be sustainable. It is the responsibility of applicants supported by Wooden Spoon to identify localised funding streams to ensure sustainability of the activities and that the project continues to be delivered for the benefit of disadvantaged children and young people under the age of 25.For more information please contact the Projects team on 01252 773720.Email projects@woodenspoon.org.uk |

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| **1. Applicant Organisation details** |
| Organisation name | Click here to enter text. |
| Charity/ company number, (as appropriate) | Click here to enter text. |
| Organisation address (including postcode) | Click here to enter text. |
| Website | Click here to enter text. |
| Brief description of the organisation | Click here to enter text. |
| Tenure in premises  | Click here to enter text. |
| If premises leased, when it expires | Click here to enter text. |
| Local Authority Area | Click here to enter text. |
| Annual income and expenditure last financial year | Click here to enter text. |
| Number of individual service users under 25 years old per annum (whole organisation) | Click here to enter text. |
| **2. Project contact details**Who will be the primary contact for Wooden Spoon? |
| Name | Click here to enter text. |
| Tel. Work | Click here to enter text. |
| Tel. Mobile | Click here to enter text. |
| Tel. Home | Click here to enter text. |
| E-mail address | Click here to enter text. |

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| **3. Project Details** |
| Project type (please tick) | Health & Wellbeing Sensory Rooms & Gardens Specialist equipment and facilitiesPlaygrounds & Outdoor Activities Education  | [ ] [ ] [ ] [ ] [ ]  |
| Project name | Click here to enter text. |
| Project address including post code (if different from organisation address) | Click here to enter text. |
| Brief description of the project | Click here to enter text. |
| What are the objectives of the project? (three are preferable) | Click here to enter text. |
| How many beneficiaries will benefit from the project? | Click here to enter text. |
| Please describe the gender and age of beneficiaries (insert approx. no. for each group) | Gender: | FemaleMaleUnspecified |                 |
| Age: 0-4       5-11       12-18       19-25      |
| Please describe the ethnicity of beneficiaries (insert approx. no. for each group) | **White** |  |
| 1. English / Welsh / Scottish / Northern Irish / British
2. Irish
3. Gypsy or Irish Traveller
 |                 |
|  | 1. Any other White background, please describe

 Click here to enter text. |
|  | **Mixed / Multiple ethnic groups** |
| 5. White and Black Caribbean 6. White and Black African 7. White and Asian  |                 |
| 8. Any other Mixed / Multiple ethnic background |
| **Asian / Asian British**  |
| 9. Indian 10. Pakistani 11. Bangladeshi 12. Chinese  |                      |
| 13. Any other Asian background, please describe |
| **Black / African / Caribbean / Black British** |
| 14. African 15. Caribbean  |            |
| 16. Any other Black / African / Caribbean background, please describe |
| **Other ethnic group**  |
| 17. Arab  |       |
| 18. Any other ethnic group, please describe |
| Please describe the types of disability of beneficiaries (insert approx. no. for each group) |

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|  | Number |
| Autism | Click here to enter text. |
| Blindness | Click here to enter text. |
| Deafness | Click here to enter text. |
| Emotional Disturbance  | Click here to enter text. |
| Hearing Impairment  | Click here to enter text. |
| Intellectual Disability  | Click here to enter text. |
| Multiple Disabilities  | Click here to enter text. |
| Orthopaedic Impairment  | Click here to enter text. |
| Other Health Impaired  | Click here to enter text. |
| Specific Learning Disability | Click here to enter text. |
| Speech or Language Impairment  | Click here to enter text. |
| Traumatic Brain Injury  | Click here to enter text. |
| Visual Impairment | Click here to enter text. |
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| How will outcomes be improved as a result of this project? | Click here to enter text. |
| What are the wider social impacts of the project? | Click here to enter text. |
| When is a decision required by Wooden Spoon and what are the time-critical factors? | Click here to enter text. |
| **4. Project Costs** |
| Total Project Cost (A) | £ Click here to enter text. |
| Funding sought from Wooden Spoon (B)  | £ Click here to enter text. | B as a % of A = Click here to enter text. |
| **NB See section 7. Further considerations ref. Wooden Spoon membership** |
| What funding do you have available?Beneficiaries are encouraged to contribute a % of the funds required | £ Click here to enter text. |
| Shortfall, if any | Click here to enter text. |
| How will shortfall (if any) be raised? | Click here to enter text. |
| Are you VAT registered and able to recover VAT on the project? | Click here to enter text. |
| **NB Special Schools are required to complete the School Budget information section 10.** |
| **5. Project Timings** |
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| Project Timing Start | Click here to enter text. |
| Project Timing Finish | Click here to enter text. |
| If your project is of a permanent nature please answer the following questions, if not go to section 6. Project Payments |
| Commissioning Complete | Click here to enter text. |
| Ready for use | Click here to enter text. |
| Is planning permission/change of use necessary? | Click here to enter text. |
| If yes, estimated date by which it will be obtained | Click here to enter text. |
| How many quotes/tenders will be (or were) obtained? (three would be expected) | Click here to enter text. |
| Basis of choice of supplier/contractor | Click here to enter text. |
| **6. Project Payments** |
| Wooden Spoon would normally expect to make funds available in a single payment to the applicant organisation upon receipt of confirmation that the project has been completed in line with the grant application and as outlined in the Wooden Spoon grant letter. Copy invoices from the supplier to the applicant organisation must be supplied together with the request for payment that will be included with the grant letter. Please note the Wooden Spoon grant is inclusive of VAT. Wooden Spoon will make its grant payment by BACS transfer, usually within 14 days of receiving the claim for payment. |
| Enter details of when you anticipate claim(s) for payment(s) |  Click here to enter text. |
| Enter below the details of the bank account to which funds should be transferred. |
| Name of Account | Click here to enter text. |
| Sort Code | Click here to enter text. |
| Bank Name | Click here to enter text. |
| Account Number | Click here to enter text. |

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| **7. Further Considerations - Please tick the box to confirm that you are happy with the request** |
| Wooden Spoon normally expects its support to be recognised through appropriate naming. Please suggest a name for your project;The Wooden Spoon Click here to enter text. Project |
| If this would create a problem please state why:Click here to enter text. |
| We would expect there to be publicity generated as a consequence of our support. What media coverage would you aim to achieve (for example, formal opening, PR around project milestone, outcomes etc)?Click here to enter text. |
| We would expect the applicant organisation to send correspondence to your network to thank and acknowledge Wooden Spoon support and promote WS membership. Wooden Spoon would like one membership per application granted for the period of 5 years from the issue of the grant letter, currently £50 per annum. Please confirm that this is OK? YES [ ]  NO[ ]  |
| Wooden Spoon relies upon the support of individuals and businesses in order to fund our grant programme. It is vital that our supporters are able to see first hand where their contributions are benefitting disadvantaged children and young people in order to maintain/gain their support. Therefore please answer the following questions: |
| Is the project suitable for visitors, and to show to our supporters at the launch/opening of the project? If yes, please give outline | Click here to enter text. |
| Are there likely to be opportunities for corporate volunteering/engagement linked to the project i.e. team or individual? If yes, please give outline |

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| Visit to project |[ ]
| Project volunteering on site |[ ]
| Beneficiary engagement |[ ]
| (e.g. mentoring, CV workshop)Other please outline: |[ ]
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| Is a representative from the project willing/able to attend/speak at Wooden Spoon events to testify the value of support received and the difference it has made? YES [ ]  NO [ ]  |
| What opportunities might there be for your organisation to support Wooden Spoon events and/ or for joint fundraising events? | Click here to enter text. |
| Have you previously applied to Wooden Spoon for a grant? | Click here to enter text. |
| If Yes, what was the outcome? | Click here to enter text. |
| Are there any other matters you wish to bring to our attention? | Click here to enter text. |

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| **8. Applicant Details**  |
| Name of Person completing the form | Click here to enter text. |
| Signed (on behalf of Applicant Organisation) |  |
| Position | Click here to enter text. |
| Email of Applicant (if different from primary contact) | Click here to enter text. |
| Work Number of Applicant (if different from primary contact) | Click here to enter text. |
|  | Wooden Spoon will rely on the details contained within this application as part of the grant should it be awarded. |
|  | I confirm that the Organisation has all relevant clearance from any regulatory body in relation to operation, DBS, etc. All materials used will be to the current safety specification as confirmed by the supplier. |
| How did you hear of Wooden Spoon? Tick as required | Regional connection [ ]  Wooden Spoon Website [ ]  Recommendation [ ]  Search on Internet [ ]  Other (please specify) [ ]  |
| Date  | Click here to enter text. |

**Data Protection:**

Wooden Spoon values your support and promises to respect your privacy. Under the terms of the Data Protection Act 1998 Wooden Spoon will store and process information about you for the purpose of providing services in accordance with our charitable aims.

**9. Support Documentation**

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| Brochure, prospectus or similar | Attached YES [ ]  NO [ ]  |
| Latest accounts (where appropriate) | Attached YES [ ]  NO [ ]  |
| Cost estimate/quotation for project  | Attached YES [ ]  NO [ ]  |
| Appeal literature | Attached YES [ ]  NO [ ]  |
| Project drawings, sketch | Attached YES [ ]  NO [ ]  |
| Safeguarding Policy | Attached YES [ ]  NO [ ]  |
| Data Protection Policy | Attached YES [ ]  NO [ ]  |
| Other relevant/useful documents | Attached YES [ ]  NO [ ]  |

**10. Supplementary Special School Budget Information**

Special Schools applying for a Wooden Spoon grant are required to complete section 10.

**(A) Delegated School Budget**

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| **How large was your 2018/19 under spend? How was it spent?** |
| Click here to enter text. |
| **What is your predicted 2019/20 under spend? How will it be spent?** |
| Click here to enter text. |
| **If you have an under spend, how much is being committed to your Wooden Spoon project?** |
| Click here to enter text. |
| **How much of your budget is allocated to capital developments?** |
| Click here to enter text. |
| **What proportion of these budgets is being committed to your Wooden Spoon project?** |
| Click here to enter text. |
| **Do you receive ring-fenced funding for capital development/maintenance?** |
| Click here to enter text. |
| **What proportion of these budgets is being committed to your Wooden Spoon project?** |
| Click here to enter text. |

**(B) Additional Grants**

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| **What was the size of your Pupil Premium funding in the current financial year?** |
| Click here to enter text. |
| **Will you be committing any of this funding to your Wooden Spoon Project?** |
| Click here to enter text. |
| **If Wooden Spoon is providing a sports project to your school how much of your PE & Sport Premium allocation will you be putting towards the project?** |
| Click here to enter text. |
| **How much of your budget is allocated to capital developments?** |
| Click here to enter text. |
| **What proportion of these budgets is being committed to your Wooden Spoon project?** |
| Click here to enter text. |
| **What funds do you have available to support your Wooden Spoon Application from any PTA/Friends Association?** |
| Click here to enter text. |
| **Please submit the accounts of any PTA/Friends Association with your Wooden Spoon Application** |
| Attached YES [ ]  NO [ ]  |