



NJJOYA
FOUNDATION

Grant Application Form

The questions in this application form allow us to gather the information we need to be able to decide whether to fund your project or activity.

Please read the Guidance Notes before completing the form. Please write clearly in black ink.

Closing date for receipt of completed applications is the 12th day of the month of February (Winter deadline), May (Spring deadline), August (Summer deadline), and November (Autumn deadline).

If you need help with the form, or there is something in the form or guidance notes that you do not understand, please contact info@njoyafoundation.org.uk

SECTION 1a. About your group

Please provide the name of your group, school or body as it appears on your governing document or set of rules and the main contact number

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Base address of group, school or body , including full postcode

Postcode

Website:

Please state what type of group you are by ticking the relevant box and filling in any relevant boxes.

School	<input type="checkbox"/>	Type of school	_____
		DfES number	_____
Health body	<input type="checkbox"/>	Type of health body	_____
Registered charity	<input type="checkbox"/>	Charity number	_____
Company	<input type="checkbox"/>	Company number	_____
Parish or town Council	<input type="checkbox"/>		
Community group/society	<input type="checkbox"/>		
Other	<input type="checkbox"/>	Please specify	_____
When did your group start?		Month/Year	_____

Please give a description of what your group does
How many people are involved in the running of your group: Volunteers:_____ Paid staff:_____ Committee members:_____
If you are part of a larger organisation please give details

SECTION 1b. Main contact for this application

Title_____ First name_____ Surname_____
Position in group_____
Email_____
Home address including postcode. If applying on behalf of a statutory body, provide your business address including postcode (if different from previous address)

_____ Postcode_____
Phone number: Day_____ Evening_____ Mobile_____
Contact address for correspondence including full postcode if different from above

_____ Postcode_____

SECTION 2. About your activity/project you are planning

What is the name of your project?

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When are you planning your project to take place?

Start (month/year)		End (month/year)	
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Explain why you are applying for funding and how you will use it

How do you know there is a need for this project? What research have you undertaken e.g. questionnaire, discussions, meetings

Please include details about what the project will involve, where the activity will take place, who will benefit, and how you will carry out the work.

Tell us about the group, if other groups are involved and people who will support you.

What difference will the activity make to the local community?

How many people do you expect to benefit directly from your project or activity? How will you monitor the success of the project?

What, if any, safety issues are related to your project or activity? As your project is working with children, young people under the age of 18, how will they be kept safe?

Please tick and fill in the gaps if your group has any of the following:

Public liability insurance Other insurance (specify) _____

Child Protection Policy
and procedures in place

Leaders' qualifications _____

Affiliated governing body _____

Your governing body reference _____

Please attach copies of any supporting documents.

Tell us how your project will meet one or more of the aims of Njoya Foundation of 'Advancing the life and the education of boys between the ages of 5 and 15 of African and African-Caribbean descent in particular but not exclusively by:'

Developing their skills, capacities and capabilities to enable them to participate in society as mature and responsible young adults;

Advancing education in African culture and traditions involved in cultural activities and projects

SECTION 3. About your application

How much is your project/activity going to cost and how much do you need from Njoya Foundation

Please give a breakdown of how much will be spent on different aspects of the activity

<u>Item or activity</u>	<u>Cost</u>	<u>Amount requested from Njoya Foundation</u>
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
Total	£	£

If the grant requested does not cover the cost of the project, where is the rest of the funding coming from? What will happen if you don't receive the additional funding? Please tell us if you already have this money.

SECTION 4. Group history

Have you previously applied for a grant from the Njoya Foundation?
What was the date of the award?
What was the value of the award?
When date did you return the evaluation form/completion of report?
Have you received a grant(s) from other source(s)? Funder: <input type="text"/> Award: <input type="text"/>

SECTION 5. Additional Information – this information is being gathered for monitoring purposes only and will not be used to assess your application.

- *Where do most of the beneficiaries live?*

Name of town, city, or village _____

Local authority area _____

- *Is your project directed at, or of particular relevance to, people with disabilities?*

Yes _____ No _____

SECTION 6. Data Protection and Freedom of Information

Data Protection Act

We will use the information you give us on the application form and during the life of any grant awarded to administer and analyse grants. We may give copies of all or some of this information to individuals and organisations we consult when assessing applications and monitoring grants. These organisations and individuals may include external assessors, accountants, and other organisations or groups involved in delivering the project.

To help us meet the needs of voluntary organisations, we might use the data you provide for our own research. We recognise the need to maintain the confidentiality of vulnerable groups, and their details will not be made public, except as required by law.

Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders, contractors and people making a complaint.

If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.

Declaration

We will take your signatures on this form as confirmation that you understand our obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000 and that you accept that we will not be liable for any loss or damage to you pursuant to our fulfilment of our obligations under the relevant law.

SECTION 7. Grant Agreement

I confirm that the organisation named on Section 1 of this application form has authorised me to sign this agreement on their behalf.

I certify that the information given in this application is true and confirm that the enclosures are current, accurate and adopted or approved by our organisation.

I understand that any offer of grant will be subject to terms and conditions and I confirm that the organisation has the power to accept this grant if the application is successful and to repay it if the grant conditions are not met.

I have not altered or deleted the original wording and structure of this application form as it was originally provided or added to it in any way.

I understand that you require each signatory to this form to provide their full name, home address (unless signing on behalf of a statutory body) and date of birth for fraud prevention and detection purposes.

Name_____

Position in group_____

Signed_____

Date_____

SECTION 8. Application Checklist

Once you have completed your form please check through the following list and include all the relevant documents when you send it to us. Make sure that you have ticked each box relevant to your application, given us any additional information we have asked for and signed below.

Please note: we will not process incomplete applications – these will be returned to you.

Checklist

- I have answered all the questions on the application form.
- The main contact named in Section 1b has signed the declaration below.
- All contacts named on the application form have provided their dates of birth.
- I have made a copy of this application for our records.

Enclosures

- I have enclosed a copy of our governing document (unless we are a school, health body, parish or town council).
- I have enclosed a copy of our latest annual accounts or financial projections (unless we are a school or health body).
- I have enclosed:
 - o three months' recent and original bank statements (if you are a Voluntary Community Sector organisation)
 - o one months' original bank statement (if you are a parish or town council)
 - o a letter as described in page 10 of the guidance notes (if you are a school or a health body).
- I have also enclosed:
 - o photocopies of the above mentioned bank statements (unless we are a school or health body)
 - o photocopies of the pages from our passbook account that show the account name and number as well as the last three months' transactions (if we have a building society account). These have been stamped and signed by the branch as 'true copies of the original'.
- I have enclosed the completed bank/building society account details form that has been stamped and signed by our bank or building society (unless we are a school, health body parish or town council).
- I are applying on a disk and have enclosed a signed copy of the application form and all relevant enclosures, including the disk.

I understand that the Njoya Foundation is working to a tight timetable. If we have not answered all relevant questions and sent the information you require you will not process our application.

I understand that when you receive a complete application from us we will have your decision within eight weeks. I understand that you can only meet this timescale if our application is complete; if we have not answered all relevant questions and sent the information you require you will not process our application.

I confirm that, to the best of my knowledge and belief, all the information in this application form is true and correct and that the relevant information has been sent to you. I understand that you may ask for additional information at any stage of the application process.

Signature_____

Date_____

SECTION 9. Notes

This form is required from all organisations except for schools, health bodies, parish or town councils. The completed form must be submitted at the time of application. Please complete in block capitals.

SECTION 10. Bank/Building Society Account Details Form

Section A (for completion by the applicant organisation).

Name of Bank or Building Society

Account Name (e.g. ABC Community Group)

Bank or Building Society Account Number

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Sort Code

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Building Society roll number

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Address details held by Bank/Building Society for the account

Postcode:

Number of authorised signatories required for each transaction

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Date account was opened:

Day/Month/Year

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*Please give details of all the people who can sign cheques or withdrawals from this account.
Continue on a separate sheet if necessary*

Full name	Position in group/organisation	Date of Birth		
Home address:				
Postcode:				

Full name	Position in group/organisation	Date of Birth		
Home address:				
Postcode:				

Section B (for completion by your bank or building society)

To: The Manager, Applicant's bank/building society.

Please check the above details. If they are correct, stamp and complete the declaration below and return this form to the account holder for submission with their application for grant funding.

I confirm that the account named above exists and is active and that the details given are correct.

Name	Position in bank/building society	Date		

Signed	Official bank/building society (please also record the Bank address if not on your official stamp)

Ref. No. (for internal use only)

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