



The Running Bee Foundation Grant Application Form

We recommend you read the Application Guidance Notes before completing this application form

Name of organisation:

..... Date of Application:/...../.....

Full contact name:

Position at organisation:

Daytime Telephone:

Email:

Address of organisation:

..... Postcode:

Applications from individuals only

I confirm the above organisation has endorsed my application and is acting as my referee: YES.....NO.....

Full name:

Relationship with organisation endorsing my application:

Daytime Telephone:.....Email:

Postal address:

..... Postcode:





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Why is the project needed?

Outline why the project is needed and how you have identified this need. Please attach additional sheets if required.

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Safeguarding

If you are applying for funding to work with children, young people or vulnerable adults, please confirm that your organisation complies with the relevant legislation and guidance concerning DBS checks on staff and volunteers and has a Safeguarding Policy in place.

YES NO

For advice on Safeguarding Policies please contact: info@runningbeefoundation.co.uk



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Your project costs

Tell us about the costs of carrying out your activity or event. You need to provide quotes/estimates for work to be carried out and for any single purchase item. If you are VAT registered please ensure that your costs exclude VAT. If you are not VAT registered, please ensure costs include VAT.

Please note that if a grant is approved, you must keep evidence of expenditure as they will be required for monitoring purposes

Expenditure item	Amount
	£
	£
	£
	£
	£
	£
	£
	£
	£
Total VAT (only if you are not VAT registered)	£
Total cost	£
Total Amount Applied for	£





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Will the grant fully fund your project? YES NO.....

If NO, how much additional funding have you secured? £.....

Who have you secured the additional funding from?

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Does your organisation receive any funding from your local council? YES NO

If YES, please give details: (please include the amount from who and for what purpose it is used for)

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Has your organisation received any donations from Sports Tours International Limited in the last two years? YES NO

If YES, please give details including the amount and for what purpose it was used for. Please note we won't fund organisations who have received grant funding from Sports Tours International Limited or The Running Bee Foundation in the last 2 years.

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Financial information

Please give details of the organisation's bank account into which a grant would be paid. We cannot make payments to personal bank accounts. If you do not have a bank account, you will need a referee organisation to accept a grant on your behalf. If this is the case, the referee group will need to complete both sections below.

Name of organisation's bank account

Name of bank/building society

Address of bank/building society

.....

Bank account sort code

Bank account number

or building society number

As proof that the above bank account is genuine, please submit a copy of your most recent bank statement with your application.

Please give names of at least two unrelated signatories who can sign cheques on the bank account (please note at least two signatories are required to release a grant)

1..... 2

3..... 4





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Referee Organisation

If you are using a referee organisation, please ask them to complete this section.
I confirm our organisation has agreed to accept the grant (if approved) on behalf of the applicant group and to help them with details of expenditure for a monitoring report after the project has taken place. I confirm that our organisation will not benefit from any funds received.

Name of organisation

Contact name

Position in organisation

Daytime Telephone

Email

Signature Date / /

Declarations

By ticking this consent box you agree to allow The Running Bee Foundation to use your details on our website and other printed materials. The Running Bee Foundation actively promotes itself and projects it has supported.

I consent to my / our details being used by The Running Bee Foundation

Tick if you agree with the following statements

The information contained within this application is true to the best of our knowledge

We certify that any grant received will only be used for the purpose described within this application

We agree to the terms and conditions under which the grant is offered

Signed:

Name (in block capitals)

Position:

On behalf of organisation:

Date: / /

Please send your completed application form to:-

**The Running Bee Foundation,
91 Walkden Road,
Walkden,
Manchester
M28 7BQ**

Or email to: info@runningbeefoundation.co.uk





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Terms and Conditions

The information in this section applies to all groups that have been offered a grant from The Running Bee Foundation. In addition, you must ensure that you meet any conditions specifically applying to your group which will be outlined in your offer letter.

1. The grant may only be used for the purpose specified in the offer letter.
2. If your group wishes to change the use of an approved grant, a detailed request must be made in writing to us. In such cases no additional expenditure should be incurred until the request has been considered and written permission has been given by us. We reserve the right to recover any grant that has not been used for the purpose for which it has been given.
3. If the full grant has not been used because the cost of the project was less than the grant approved, we must be informed and the balance of the grant returned.
4. Your group must have in place suitable methods for managing income and expenditure for the approved project. Original invoices and receipts must be provided for the total value of the grant awarded. Where possible, they should identify each individual item purchased, the associated cost and where it was purchased. We reserve the right to examine project accounts at any time.
5. The grant has been approved on the understanding that, where necessary, your group will obtain the permission of the landowner.
6. Your group must ensure that, where necessary, adequate insurance cover (including public liability) is taken out for the duration of the project. Items of equipment bought with the grant must be insured against loss or damage.
7. The grant is a one-off payment and does not commit us to further financial assistance for the approved project or any additional related activities.
8. All projects must provide a final monitoring report within 6 weeks of completion of the project indicating how the grant has been used and the benefits achieved.
9. We, or other interested parties, may visit projects at any time with prior notice.
10. Our support should be acknowledged in publicity or promotional material when it is appropriate to do so. A copy of The Running Bee Foundation logo is available for this purpose but is not permitted to be used in any other circumstance. The words 'This project has been supported by The Running Bee Foundation Fund' may be used in its place.
11. The grant cannot be used to make cash payments to individuals, such as to cover a salary or wage for people who are paid 'cash in hand' or used to purchase gift vouchers.

Data Protection Notice

The details you submit on this form are confidential. The Running Bee Foundation will use them to assess your eligibility to receive funds from us.

We may check the information you give us, or information someone else gives us about you, with other information we hold. We may also obtain information from other organisations or give details to them to check accuracy of information, to prevent or detect crime and/or to safeguard charity funds in accordance with the law. We will not give information about you to anyone outside The Running Bee Foundation, or use information about you for any other purposes as governed by the General Data Protection Regulations 2018. If you want to know what information we have about you or the way we use your information, you can contact us directly.





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CHECKLIST

Full contact details of the applicant are provided.

Full details of the organisation's aims are provided

Details of how the project or activity fits with the Fund's criteria

Full details of the project which the grant would fund are provided

Evidence of the need for the project/event is provided

Full breakdowns of costs are provided

Written quotations for ALL items that are requested to be funded by
The Running Bee Foundation listed in the cost breakdown are provided

Copy of latest bank statement

Copy of most recent annual accounts are attached (if formal audited accounts are
not available, a copy of the organisation's most recent income and expenditure
record will suffice).

