



# Society of the Holy Child Jesus CIO

ACTIONS NOT WORDS

## How to apply

Please refer to the website for the current application deadlines.

Please do not make your application any longer than **4 sides of A4 in total**.

## Please provide all of the following the information in your application.

- Date of application  
Please note we will only accept one application per organisation per annum.

## Organisation

- Main contact for the application- name, job title, email address and telephone number.
- Charity's name, postal address and website address.
- Your organisation's charitable status - **Charity Registration No. or Community Interest Company** . We will **only** accept applications from **registered charities** or **community interest companies**.

We will only support organisations and projects who carry out their charitable activities in **England, Wales, or Ireland** and that have a UK or Irish bank account.

- Summarise what your organisation does, how long you have been in operation and how your organisation is successful in its work.

## Project

- Which of the SHCJ grant priorities, set out in the Grant Making Guidelines, does the project meet and state briefly how.
- What type of grant you are requesting and the amount? Single year grants between **£10,000 and £25,000** can be requested towards **core services, capital or revenue projects**.
- Describe the main objectives and impact of your project - who will benefit, how many and where.
- Please provide one brief case study of someone who has directly benefited from this work.

## Implementation and Timescales

- How and when will the project be implemented and delivered? Is it ongoing or does it have a start and finish date?

## Measuring the outcomes

- How will your project be monitored and outcomes measured? Who is supporting your project- volunteers, local authority or other partnerships?

### **Financial Information**

- Please supply comprehensive budget details for the project and the amount of grant you are seeking? If you are seeking a grant towards core services then please supply an organisational budget for the current year.
- Please confirm your organisation's **total income and total expenditure from the last full year of accounts**, explain any surplus or deficit and state your **reserves policy**. Please supply a full set of your most recent accounts.
- What is your fundraising strategy and who else have you secured funding from, or applied to for funding?

### **Referees**

- Please provide the names, organisations and email addresses for 2 independent referees that we may contact who are willing to provide a reference for your organisation's work.

### **Other information**

- **Safeguarding**  
Please confirm that your organisation has a safeguarding policy in place, if necessary, and that disclosure checks are carried out on all staff and volunteers working with children, young people or vulnerable adults.
- **Equal Opportunities**  
Please confirm that your organisation has an equal opportunities policy in place.
- If you have previously had funding from the Society of the Holy Child Jesus please let us know when the funding was received and what it was for.
- Where did you learn about our grant making?

**Apart from your annual accounts please do not send other attachments.**

**Please avoid using jargon or acronyms in your application.**

Our data protection policy is on our website: <https://www.shcj.org/european/policies/general-data-protection-policy-european-province/>.

We collect information when you make an enquiry about our grant making function, when you submit application for a grant and in the course of providing those services to you. The legal basis for processing your personal data is having a legitimate interest. A minimal amount of personal data is collected, stored and processed solely for the purposes described above

**Please check that you have provided all the information requested and then email it to Natalie Ledger , Grants Administrator at [grantsadministrator@shcj-ep.co.uk](mailto:grantsadministrator@shcj-ep.co.uk).**

If you have any questions please contact the Grants Administrator on the email above.