

Gas Distribution Networks' Carbon Monoxide Charity Fund Grant Application Form

SECTION A: ABOUT YOUR ORGANISATION

1. Details

Organisation Name	
Main Contact's Name	
Post Held in Organisation	
Address	
Postcode	
Main contact telephone number	
E-mail address	
Website	

2. How would you describe your organisation? Tick one box in each section

A. Type

Voluntary Organisation ☐

School/college/University ☐

Registered Charity.....
(Including registration number)

Other (please state).....

B. Area Covered

Local Community ☐

County ☐

Regional ☐

All UK & Ireland ☐

Overseas ☐

3. Organisation background

When was your organisation founded? _____

How many paid staff does your organisation employ

Full Time: _____ Part time: _____

How many volunteers help each year?

Full Time: _____ Part Time: _____

4. How many beneficiaries does your organisation help in a year? _____

5. Please give a summary of your organisation's main aims and activities.

6. *Charities and voluntary organisations only:* From your latest audited accounts, please indicate the percentage of your fundraising, management and administration costs. (This helps us ascertain how much per £1 received by your charity/organisation is used in the pursuit of charitable activities)

Year ended _____

Total Income: _____

Percentage of income spent on fundraising: _____ %

Percentage of income spent on management and administration: _____ %

Percentage of income used for charitable activities _____ %

Total 100%

Use the notes field below to explain any anomalies or where the figures you have provided do not add up to 100%.

Explanatory notes

SECTION B: INFORMATION ABOUT YOUR PROGRAMME/PROJECT

Name of Programme/Project: _____

7. What is the total amount of funding required for this programme/project? *(State whether inclusive or exclusive of V.A.T.)*

8. What is the total amount of funding sought from Gas Distribution Networks' Carbon Monoxide Charity Fund for this programme/project?

9. Amount sought per annum?

10. Over what time period would you require this potential funding?

11. What is the programme's/project's entire duration?

12. Please provide details about the people who will benefit from this application:

How many individual people will directly benefit from this grant? _____

Which age range do the majority of beneficiaries who will directly benefit from the grant belong to?

0-15	<input type="checkbox"/>	35-50	<input type="checkbox"/>
16-25	<input type="checkbox"/>	50-65	<input type="checkbox"/>
26-34	<input type="checkbox"/>	65 +	<input type="checkbox"/>

How many beneficiaries are considered to be from disadvantaged/vulnerable backgrounds?

How and in what way are they more disadvantaged/vulnerable?

13. Please explain what the funding will be used for, including an explanation of the activities that the programme/project will undertake

14. What positive difference do you hope to achieve for the beneficiaries of this programme/project?

15. How will you measure whether the programme/project has achieved this?

16. When will the programme/project commence? (Please give approximate dates)

17. What is the name of the person/s responsible for managing this programme/project, if different to the person/s applying? *(Please include their C.V's)*

26. Which other organisations/funders have you applied to for supporting this project/programme (include government funding)?

Organisation Name	Amount	Result? (Y/N/Pending)
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

If 'YES' please confirm their involvement:

27. Please provide named, contact details for all partners or organisations you will be working with to develop and/or deliver the programme/project for which you are requesting support

(Please copy the box below and complete for all partners/organisations involved in the development & delivery of this programme/project)

Partner/Organisation Name	
Named Contact	
Post Held in Organisation/ & function within programme/project development or delivery	
Address	
Postcode	
Main contact telephone number	
E-mail address	
Website	

28. Please attach a **FULL** budget for the programme/project for which you are seeking support, even if you are only seeking part-funding. This must include a quarterly breakdown of the financial requirements. You **must** also highlight clearly which activity programme/project area(s) require a contribution from the Gas Distribution Networks' Carbon Monoxide Charity Fund.

SECTION C: CHECKLIST *(Please tick as appropriate)*

- I have included a copy of our most recent audited accounts ☐
- I have attached a copy of the full cost/budget for the project/programme ☐
- I have included a copy of the marketing and communications plan for this programme/project (if appropriate) ☐
- I have included a copy of our constitution/governing document ☐
- I have included a copy of our Child Protection Policy *(if the programme/project for which you require Gas Distribution Networks' Carbon Monoxide Charity Fund funding includes or concerns minors)* ☐

29. STATEMENT

The applying organisation agrees to the Gas Distribution Networks' Carbon Monoxide Charity Fund *Terms and Conditions of Grant Awards* criteria. We understand that it may be necessary to appear before Gas Distribution Networks' Carbon Monoxide Collaboration Forum to make a presentation or supply further information. To the best of our knowledge the information referred to in this application is correct.

Note: *Your application cannot be assessed unless **ALL** the questions on this form have been completed, the form is signed and all supporting documents received.*

Signed on behalf of the applicant
organisation mentioned below

Name (please print)

Position

Organisation

Date

I have read and understood the Gas Distribution Networks' Carbon Monoxide Charity Fund
Terms & Conditions ☐

Applications cannot be considered until a hard copy of your completed and signed application and any enclosures is received by the before Gas Distribution Networks' Carbon Monoxide Collaboration Forum's secretariat.

Documentation should be sent to:
Gas Distribution Networks' Carbon Monoxide Charity Fund
c/o Energy Networks Association
6th Floor Dean Bradley House
52 Horseferry Road
London
SW1P 2AF

TERMS AND CONDITIONS OF GRANT AWARDS

1. Your organisation must be a registered charity, a voluntary group, associations, gas related businesses, social housing association, local authority, statutory organisation, academic body or a recognisable and accountable good cause.
2. Grants can only be used for the purpose(s) for which they are awarded and should not be used for any other purpose without the Gas Distribution Networks' Carbon Monoxide Collaboration Forum's prior approval.
3. Grants awarded must not be given or transferred to any third party but must be used solely by the organisation to which it was awarded. If the grant is used for a purpose not outlined in the application, we reserve the right to ask for any monies or equipment granted by the Gas Distribution Networks' Carbon Monoxide Collaboration Forum to be returned.
4. If our offer of a grant has not been accepted within twelve months of the date of our approval the grant offer will automatically lapse and be rescinded and you will have to re-apply.
5. You will take reasonable care to ensure that the programme/project is conducted in a professional, safe and proper manner and in accordance with best practice and current law. In providing funding support The Gas Distribution Networks' Carbon Monoxide Collaboration Forum does not accept any responsibility or liability for the programme/project.
6. Grants will be paid either by cheque or direct credit transfer in one lump sum upon approval. If the award duration exceeds one year the grant will be paid annually in agreed staged tranches. The Gas Distribution Networks' Carbon Monoxide Collaboration Forum will consider funding tranches for the duration of programme/projects of less than one year where appropriate.
7. Grants are awarded on an individual application basis therefore repeat funding should not be expected, or planned.
8. Your organisation must start to draw down and spend the grant within 12 months of it being awarded. In exceptional circumstances, delays may be agreed in writing with the Gas Distribution Networks' Carbon Monoxide Collaboration Forum. Failure to draw down the grant within the time specified will result in the grant offer being rescinded. Any rescinded grants may be reapplied for at a later date.
9. The Gas Distribution Networks' Carbon Monoxide Collaboration Forum and contribution to the project/programme must be appropriately acknowledged on all promotional media in relation to this programme/project. Failure to adhere to the agreed promotional plan, or our brand guidelines, may result in the grant offer being revoked and any monies awarded reclaimed by the Gas Distribution Networks' Carbon Monoxide Collaboration Forum. Copies of all promotional media and any feedback must be forwarded to the Gas Distribution Networks' Carbon Monoxide Collaboration Forum periodically as part of the reporting process.
10. By agreeing to the terms and conditions of any grant award you agree that all and any photos, video material, case studies and other material supplied by your organisation can be used by Gas Distribution Networks' Carbon Monoxide Collaboration Forum in its activities.
11. The Gas Distribution Networks' Carbon Monoxide Collaboration Forum retains the right to monitor and audit the programme/project throughout its development and implementation. In accepting the grant offer you agree to provide reports to the Gas Distribution Networks' Carbon Monoxide Collaboration Forum at agreed intervals and/or on request and certainly at the termination of the programme/project.
We reserve the right to revoke any Gas Distribution Networks' Carbon Monoxide Charity Fund grant offer and to pursue the return of any grant monies or equipment if it is found out that your organisation has provided false information or has not adhered to the terms and conditions of acceptance.
12. The Gas Distribution Networks' Carbon Monoxide Collaboration Forum accepts no liability for any actions undertaken by any party in relation to the awarding of any funding, or support.

Signed on behalf of
the organisation
mentioned below

Name (please print)

Position

Organisation

Date

Please send your completed form to:-

Gas Distribution Networks' Carbon Monoxide Charity Fund

c/o Energy Networks Association
6th Floor Dean Bradley House
52 Horseferry Road
London
SW1P 2AF