**Application Form**

Please read the [guidance for applicants](https://www.gov.uk/government/publications/5-million-loneliness-covid-19-grant-fund/5-million-loneliness-covid-19-fund-guidance-for-applicants) in full before completing your application.

1. **Organisation Details**

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| **1.1 Organisation name:** |  |
| **1.2 Organisation website:** |  |
| **1.3 Organisation address:** |  |
| **1.4 Organisation postcode:** |  |
| **1.5 Organisation legal status:** | *[e.g. Charity registered in the charity commission website, a corporate body (ltd), a community interest company, a cooperative, an independent provident society, new charitable incorporated organisation (CIO), other…]* |
| **1.6 Organisation Charity Commission or Companies House number:** |  |
| **1.7 VAT registration number:** |  |
|  | |
| **1.8 Main contact name:** |  |
| **1.9 Main contact job title:** |  |
| **1.10 Main contact email:** |  |
| **1.11 Main contact phone number(s):** |  |
|  | |
| **1.12 Overview of the organisation’s main activities:** | |
| *[Maximum of 150 words]* | |

1. **Grant Overview**

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| **2.1 Name:** |  |
| **2.2 Location(s):** | *Where will your activity deliver? We cannot fund delivery outside of England. Please confirm that your organisation has national reach and coverage, so can target this investment where it is most needed across England.* |
| **2.3 Introduction and need:** | |
| *Briefly outline:*   * *What your proposed activity is* * *Who your target beneficiaries are, how these have been identified* * *How your activity meets the aims of this fund* * *If you are an umbrella organisation, describe the sorts of activities that the grants you make to your local organisations will fund, who their target beneficiaries will be and how you will ensure that the activities meet the aims of this fund*   *Explain how your proposal will:*   * *Serve the needs of groups particularly at risk of loneliness* * *Continue, adapt or expand existing provision where there is a track record of successful delivery. Please note the priorities set out in the Purpose and Aims of this Fund, in the application guidance.*   *(Maximum 500 words)* | |
| **2.4 Learning and evaluation** | |
| *Briefly outline:*   * *What outputs you expect to deliver as a result of funding, and how these will be monitored,* * *How you will measure what effect outputs have (for example, by using the ONS loneliness measure where relevant and/or through qualitative methods).* * *How you expect to contribute to the wider evidence base on loneliness and social distancing / isolation measures,* * *How you will conduct evaluation activity in line with the five ethical principles of Government Evaluation (see p76 of* [*Central Government guidance on evaluation*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/879438/HMT_Magenta_Book.pdf)*)*   *(Maximum 500 words)*  *Please only outline plans that you know can be supported by expert evaluators within your organisation.* | |

1. **Delivery**

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| **3.1 Start date:** | dd/mm/yyyy |
| **3.2 Completion date:** | dd/mm/yyyy |
| **3.3 Key milestones:** | *Provide a high level timetable for the activities this grant would fund (maximum 300 words).* |
| **3.4 Beneficiaries:** | *Provide an estimate of how many beneficiaries this funding will support* |

1. **Finance**

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| **4.1 Funding requested and confirmation this activity cannot be undertaken without additional funding:** | *We cannot fund more than 20% of an organisation’s turnover; if you are an umbrella body applying to make onward grants to local organisations, we cannot provide funding at more than 50% of your turnover. For example, if you request £500,000 for direct delivery you must have an annual turnover of £2,500,000 or more, if you request the same amount for onward grant-making you must have an annual turnover of £1,000,000 or more. Onward grants to local organisations must not be for more than 20% of an organisation’s turnover and must be in line with the conditions of the grant made to the umbrella organisation by DCMS.*  *Note that the final stage of assessment of applications will include looking at the financial position of those applicants that meet all criteria, to judge where government funding is most needed.* |
| **4.2 Budget** | *Provide a high level budget for your activity (this should be attached to the completed application as a spreadsheet))* |
| **4.3 Cash flow** | *Provide a high level cash flow for your activity, detailing spend against months. Note that at least 80% of funding must be spent by 31st October, and the remainder must be spent by 31st December (this should be attached to the completed application as a spreadsheet)* |
| **4.4 Other funding** | *Are you receiving/expecting to receive any additional support from other funders to support you through the crisis? Note we can’t fund any costs that will be covered from other funding, including government funding responding to the Covid-19 crisis. However, we are interested in proposals where our funding will amplify the impact of another grant.* |
| **4.5 Umbrella organisations** | *If you are proposing to make onward grants, please clarify how you plan to award and manage onward grants among your member organisations (maximum 250 words)* |

1. **Mandatory documentation checklist**

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| --- | --- |
| **Documents required** | I |
| Fully completed application form including a budget and cash flow attached as spreadsheets *[a signed copy as a PDF and a version in word format]* |  |
| Copy of annual report and audited or certified accounts, covering the last two years *[Or similar published information about your organisation if available. Please note: in the event your last financial year end was more than 6 months ago we may request further accounting information at a later date as part of our due diligence process]* |  |

1. **Authorisation**

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| --- |
| **Privacy notice**  All information will be processed in compliance with the Data Protection Act 2018, the General Data Protection Regulation and any other relevant data protection legislation.  **Who controls the information you provide?**  The Department for Digital, Culture, Media and Sport (DCMS) controls any personal data you provide in your answers.  **Why are we collecting and processing your personal data?**  Your personal data is being collected and processed by DCMS to perform fraud checks, assess your application and suitability for the Loneliness Covid-19 Fund. Our legal basis for the processing is that it is necessary for performance of a task in the public interest.  **Will we share your personal data?**   * Your personal data may be shared with colleagues in DCMS as part of the grant management process. * We may also share your personal data with third parties if we are required to do so by law — for example, by court order, or to prevent fraud or other crime. * We will not transfer your personal data outside of the European Economic Area (EEA) or to international organisations. * If we are required to share details of your application further or use your responses to illustrate findings, we will ensure that neither you nor the organisation you represent are identifiable. * DCMS may share information (excluding personal data) relating to your application with third parties outside government where required to do so by law, for example in accordance with access to information regimes (these are primarily the Freedom of Information Act 2000, and the Environmental Information Regulations 2004). * We will seek to publish and disseminate an evaluation (not including personal data)   **How long will we keep your personal data for?**  If your application is unsuccessful, it will be retained until March 2022, after which it will be destroyed. If your application is successful, it will be retained until March 2027, for analysis and reporting after which it will be destroyed.  **Your rights over your personal data**  You have the right to see what personal data we have about you, to have it corrected, to request that we restrict what we do with your data in certain circumstances, and to ask us to stop using your data, but keep it on record.  **Your right to complain**  You also have the right to lodge a complaint to the Information Commissioner's Office about our practices, to do so please visit the Information Commissioner’s Office website: [https://ico.org.uk/concerns](https://ico.org.uk/concerns/).  Please confirm below that you have read and understood this statement and agree with its terms.  If you need any further information please contact: Data Protection Officer at [dcmsdataprotection@culture.gov.uk](mailto:dcmsdataprotection@culture.gov.uk). |

I declare that I have the authority to represent *[insert name of organisation]* in making this application.

I understand that acceptance of this application does not in any way signify that the project is eligible for Loneliness Funding or that funding has been approved towards it. I understand that we may be awarded less than requested in this application.

I understand that DCMS will not accept deliberate manipulation and fraud - and any business caught falsifying their records to gain additional grant money will face prosecution and any funding issued will be subject to claw back, as may any grants paid in error.

On behalf of *[insert name of organisation]*, I confirm that:

* *[insert name of organisation]* has the legal authority to carry out the project;
* The information provided in this application is accurate;
* The organisation has appropriate safeguarding procedures that protect employees, beneficiaries and volunteers from harm; and
* The organisation has appropriate GDPR procedures in place.

Signature: ………………………………………… Date: ……………………………..

Name: …………………………………………

Role: …………………………………………

**Completed applications should be returned to the Loneliness Fund team at:** [**loneliness@culture.gov.uk**](mailto:loneliness@culture.gov.uk)

Please note:

* **The deadline for applications is noon on Friday 29th May 2020.**
* All applications received by the closing date will be assessed following the closing date;
* Any applications received after the closing date will not be assessed;
* All information and guidance relating to this round of funding can be found on gov.uk;
* As the application process is competitive, the Loneliness Fund team are not able to answer individual questions or respond to requests for support in completing the application;
* All shortlisted applicants will be subject to comprehensive due diligence reviews and other database searches, including fraud risk indicators.

**We aim to have decisions made by mid June 2020.**