**Arts-based Learning Fund – stage one**

**Sample Application form**

Please note this form is for guidance only. All applications must be submitted via PHF’s online portal <https://tinyurl.com/PHF-Portal-Account>

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# Your Organisations details:

 **Question: Previous Contact: Please let us know if your organisation:**

Select 1 of the following options:

* Has been funded by PHF in the last five years
* Has submitted an unsuccessful application in the last five years
* Has not applied to PHF before
* Has been funded by PHF over five years ago
* Has submitted an unsuccessful application over five years ago

**Question: If you have already spoken to someone at the Foundation - please let us know who this was:**

**Question: How did you hear about Paul Hamlyn Foundation?**

Select from the following options:

* Event or conference
* Online search
* Word of mouth
* Facebook
* X / Twitter
* LinkedIn
* Instagram
* Other social media
* Other source

**Question: Primary contact details for the Application:**

First name, Last name, Telephone number, Email Address.

**Question: Please let us know if you have any particular access needs we should be made aware of?**

**Question: What is your organisation's name?**

**Question: What is your organisation's legal name?**

**Question: If your organisation is known by any other name, please give that name as well.**

**Question: Organisation address details:**

Building no, Street, Town/city, Postcode.

**Question: Organisation Telephone number.**

**Question: General email address for your organisation.**

**Question: Organisation website (if applicable).**

**Question: Please briefly describe your organisation and the type of work that it does:**

The description might include the type of organisation e.g. a school, theatre company, and some brief account of the distinctive features of that organisation, for example, size, location, the type of work it undertakes or the type of people it typically works with. e.g.? A theatre company working with children and young people in the Wirral.

**Question: Organisation Legal status.**

Select from:

* Registered Charity
* Company (limited by shares)
* Company (limited by guarantee)
* Charitable Incorporated Organisation (CIO) or Scottish CIO
* Unincorporated Association
* Community Interest Company
* Industrial and Provident Society
* Trust
* Other

**Question: In which year was your organisation established?**

This was the year your organisation became a legal entity.

**Question: Charity number (If applicable)**

**Question: If applicable, when was your organisation registered as a charity?**

**Question: Company number (If applicable)**

**Question: If applicable, when was your organisation registered as a company?**

Select from Calendar pop-up.

**Question: Are you a living wage employer?**

Select 1 from the following:

* Yes
* No

**Question: Living wage - what year were you accredited living wage status?**

**Question: Please let us know how many staff are employed by your organisation (full-time equivalent)?**

**Question: Please let us know how many volunteers your organisation has.**

**Question: Chief Executive (or equivalent organisation leader) contact details:**

First name, Last name, Telephone number, Email Address.

# Financial summary:

 **Question: What was the date of your last financial year end?**

Select from the Calendar pop-up.

**Question: What was your organisation's income in the last financial year?**

**Question: What were your organisation's unrestricted reserves at the end of the last financial year?**

**Question: Please select the charitable purpose that your idea relates to:**

Select from the following:

* Prevention or relief of poverty
* Advancement of education
* Advancement of health or saving of lives
* Advancement of citizenship or community development
* Advancement of the Arts, culture, heritage or science
* Advancement of human rights, conflict resolution, or reconciliation, or the promotion of religious or racial harmony or equality and diversity
* Relief of those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage
* Any other charitable purpose

**Question: If your organisation is not a registered charity (e.g. if it is a Community Interest Company, a Company Limited by a Guarantee, etc), please can you describe in a few sentences how you believe this project specifically fulfils the charitable purposes you identified and how it would contribute towards public benefit, as defined by the Charity Commission.**

100-word limit

# About the work:

 **Please provide a brief title for your proposal**

**Question: Where will this work take place?**

(Please tick UK Wide (if relevant) OR select all that apply)

Select all that apply:

* UK Wide (in all 4 UK countries)
* East of England
* East Midlands
* London
* North East
* North West
* South East
* South West
* West Midlands
* Yorkshire and the Humber
* Northern Ireland
* Scotland
* Wales

**Question: How much funding are you applying for?**

**Question: What is the total cost of the work/activity?**

Where applications are for core funding, please give total cost of running the organisation/ programme, as appropriate.

**Question: When do you intend to start the work/programme?**

Select from the Calendar pop-up.

**Question: Over what period will the work/programme take place (in whole months)**

# Application questions:

At a time of challenge and uncertainty, we recognise the importance of offering a flexible funding approach to enable arts and cultural organisations to commit to and develop their work with schools and other formal education settings.

 **Question: Please tick which of the following you are applying for:**

**Core costs example - ie the back office running costs of your organisation.**

Select all that apply -

* Support for delivery of specific programmes of work
* Support for core costs
* Support to develop and test new approaches

**Question: What impact has Covid-19 had on your organisation and your work with formal education settings?**

**This may include, but not be limited to, impact on income, expenditure, reserves, capacity, delivery, resources and partnerships.**

250-word limit.

**Question: What will this funding enable your organisation to do or achieve now? Why is this important for your organisation in the current context?**

250-word limit.

**Question: Please outline how this work fits with your organisation's mission, aims and values?**

250-word limit.

**Question: What is the need, problem, challenge or opportunity that your arts-based learning practice addresses?**

300-word limit.

**Question: How have you worked with education settings and what evidence have you engaged with to identify this as a priority?**

250-word limit.

**Question: How does the need you have identified align with PHF’s priorities for the Arts-based Learning Fund?**

250-word limit.

**Question: Which art forms does your organisation focus on?**

Select up to five from the following:

* Crafts
* Dance
* Design
* Digital Arts / Media
* Film
* Written and spoken word
* Music
* Opera
* Photography
* Theatre / Drama
* Visual arts
* Other

**Question: Please tell us about your arts-based learning approach. Please include details about:**

**a) The arts-based content and/or processes you use
b) The curriculum areas it links to or supports
c) The age group(s) of children and young people that you work with
d) How you work with children and young people
e) How you involve teachers
f) The history of this approach, where and for how long it has been running**

250-word limit.

**Question: What outcomes does this approach aim to achieve for a) pupils, b) teachers, c) education settings?**

250-word limit.

**Question: In what ways does this approach specifically support pupils experiencing inequality and disadvantage to overcome challenges and barriers to learning?**

250-word limit.

**Question: Please outline any evidence and learning that supports your approach, including details about work that has already demonstrated promise or positive impact.**

250-word limit.

**Question: Please tell us about any partners you plan to work with.**

250-word limit.

**Question: Who will be involved in delivering this work, how will they be identified and how will you ensure and monitor quality of delivery?**

250-word limit.

PHF recognises the value of lived experience in planning, leading and delivering work which supports children and young people to overcome inequalities and systemic barriers to learning.

 **Question: How will you involve, support and champion people with lived experience of the inequalities and barriers you plan to address in the planning, leadership and delivery of this work?**

250-word limit.

**Question: Is there any other information you would like to include that is relevant to your application?**

200-word limit.

**Question: Feedback required - Please estimate the total number of hours you and your team have spent on the grant proposal and selection process so far.**

# Safeguarding of children and vulnerable adults

All Paul Hamlyn Foundation funded organisations, individuals and projects that work with children and young people or vulnerable adults are required to have safeguarding and digital safeguarding policies and active procedures in place.

Paul Hamlyn Foundation’s own Safeguarding policy can be read [**on our website**](https://www.phf.org.uk/wp-content/uploads/2019/09/Paul-Hamlyn-Foundation-Safeguarding-Policy.pdf).

 **Question: Do you have a safeguarding and digital safeguarding policy for children and vulnerable adults?**

Select 1 from the following:

* Yes
* No

If you have answered Yes to the above, please continue to enter the relevant information below:
(We recognise that some organisations may have their policies as separate documents, therefore please upload your versions on the most appropriate link below).

 **Safeguarding policy - Children & Young people.**

If applicable - You are required to upload your documents.

 **Safeguarding policy – Vulnerable Adults.**

If applicable - You are required to upload your documents.

 **Digital safeguarding policy.**

If applicable - You are required to upload your documents.

 **Question: When was the last time your safeguarding policy was formally reviewed?**

100-word limit.

 **Question: When was your safeguarding policy last discussed at Board level?**

100-word limit.

 **Question: Who is the designated safeguarding lead in your organisation?**

100-word limit.

 **Question: What safeguarding training is undertaken by your employees and others working with your organisation (eg Board, volunteers)?**

100-word limit.

**Question: How do you ensure that any partners, contractors or freelance employees involved in your work with children or vulnerable adults have appropriate levels of safeguarding awareness/training?**

100-word limit.

# Diversity, equity, and inclusion data

Please note, that we have a range of questions around your organisation's Diversity, equity and inclusion information, which you can find on a separate sample form on [our website sample forms.](https://www.phf.org.uk/funding#heading-5949)