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

**Sample Application form**

Please note this form is for guidance only. If you are successful in progressing to second stage a form will be published to your portal account - <https://tinyurl.com/PHF-Portal-Account>

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# Supplementary questions:

 **Question: Please briefly list, with a description, any elements of your ask or your situation that have changed since stage 1**

200-word limit.

**Question: Please upload your budget**

You are required to upload a document.

**Question: If you are unable to submit a budget, please explain here:**

Select from the following options:

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

150-word limit

**Question: If the amount requested is less than the total costs, tell us how you hope to cover the difference:**

250-word limit

**Question: What do you hope to learn through this work?**

250-word limit

**Question: What processes or methods might you use to identity whether the outcomes you outlined in your stage application have been achieved?**

250-word

**Question: What prior experience do you or your partners have of evaluating longer-term projects or programmes of activity?**

300-word limit

**Question: Please outline how you have designed your approach (including the evaluation) to meet audience/participants' needs and how you have taken into account any ethical considerations. For each of the following issues indicate whether it is relevant to your proposal and if relevant, how you have (or have planned) to address these:**

Appropriate communication with participants and informed consent – Yes/No

Ensuring equity of access in your work. (e.g. disabilities, language needs) – Yes/No

Participant confidentiality and data protection – Yes/No

Risks to participants (e.g. health and safety) – Yes/No

Other, please specify:

**Question: Please briefly describe how the proposed approach is designed to meet audience / participants' needs and address the ethical considerations you have identified above.**

300-word limit

# Additional Financial information:

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

Infills automatically from stage one form

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

Infills automatically from stage one form

**Question: Did your organisation have a surplus or deficit for the last financial year?**

Select 1 from the following:

* Surplus
* Deficit
* Not applicable

**Question: If applicable, what was the amount of your organisation's surplus/deficit for the last financial year?**

Infills automatically from stage one form

**Question: Are you projecting a surplus or deficit for the current financial year?**

Select 1 from the following:

* Surplus
* Deficit
* Not applicable

**Question: What is your organisation's projected surplus / deficit for the current financial year?**

**Question: What are your organisation's projected unrestricted reserves for the end of the current financial year?**

**Question: Financial accounts - Please provide a budget for the proposed work, including projected income and expenditure. Please provide details regarding other sources of income and whether or not this is already secured.**

You are required to upload a document

**Question: If you are unable to provide your accounts, please explain why:**

150-word limit

**Question: Please provide details about how your organisation is governed, including information about your board (or equivalent) and management structure.**

250-word limit

**Question: Organisation chart
If you have one, please attach an organisation chart showing this structure**

You are required to upload a document

**Question: Governance documents
Please attach your constitution, memorandum and articles of association or equivalent documents**

You are required to upload a document

**Question: If you are unable to provide your constitution, memorandum and articles of association or equivalent documents, please explain why:**

150-word limit

**Question: Business plan

Please provide a copy of your current or most recently updated business plan.**

You are required to upload a document

**Question: If you are unable to submit a business plan, please explain here:**

150-word limit

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

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

250-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.**