**Arts Fund**

**Sample Application form**

Please note this form is for guidance only. All applications must be submitted via PHFs 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: 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.**

# 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: 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?**

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

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

**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: Please select the charitable purpose that your organisation 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 proposal specifically fulfils the charitable purposes you identified and how it would contribute towards the public benefit, as defined by the Charity Commission.**

100-word limit.

# About the work:

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

Select from the following:

* Cross-artform - i.e. the purposeful intersection or combination of more than one artform, including interdisciplinary work
* Multiple artforms - using more than one artform, but separately e.g. multi-arts venues
* Crafts
* Creative writing (incl. poetry)
* Dance
* Design
* Digital Arts / Media
* Film
* Written and spoken word
* Music
* Opera
* Photography
* Theatre / Drama
* Visual arts
* Other
* None

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

Please note this funding will be for the duration of 3 years, if successful.

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

Select from Calendar pop up.

# Application Questions:

 **Question: Please tell us about your organisation’s mission and vision.**

200-word limit.

**Question: Please tell us about your organisation’s values and how you embed them within your governance, workforce and culture.**

250-word limit.

**Question: Please describe your creative, curatorial or organisational practice and how this relates to your vision for social change.**

400-word limit.

**Question: Please tell us about the communities you want to work with towards this change and the way you work with them.**

250-word limit.

**Question: Please tell us about the collaborations and partnerships you are part of and what your collective ambitions are.**

250-word limit.

**Question: Please provide a description of what our funding will support.**

250-word limit.

**Question: What impact do you hope this funding will have on your organisation and its development?**

250-word limit.

**Question: Please tell us about your organisation's approach to learning and reflection and what you will learn as a result of this funding.**

300-word limit.

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

You are required to upload a document.

**Question: If you don’t have them, or you would rather not submit them (for example if your business plan is currently being reviewed) then you can use the below text field to give us this context.**

150-word limit.

**Question: Please provide a copy of your current for most recent organisational budget.**

You are required to upload a document.

**Question: If you don’t have one, or you would rather not submit them (for example if your budget is currently being reviewed) then you can use the below text field to give us this context.**

150-word limit.

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

150-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)