**Ideas & Pioneers Fund – Organisations**

**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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# About the applicant:

**Question: Organisation name**

**Question: Is your organisation also known as another name?**

**Question: Organisation address, town/city, county, postcode, country.**

**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: If applicable, what is the organisation's company number?**

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

(This was the year your organisation became a legal entity)

**Question: If you organisation is also a registered charity, please give us your registered charity number.**

**Question: Is the organisation a living wage employer?**

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

**Question: Organisation's website (if applicable)**

**Question: details of primary contact, Name, phone number, email address**

**Question: Do you require any reasonable adjustments that you would like to make us aware of as part of your application?**

# Application questions:

**Question: Please provide a brief title for your proposal (max 10 words)**

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

Select all that apply:

* 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?**

*(We provide grants of up to £20,000 to support people with a vision of a better society to explore their ideas for change)*

**Question: When would you like the grant to start?**

Select via a calendar pop-up

**Question: Over what period will the funded work take place? (In whole months)**

**Question: What is the total cost of the work your grant would relate to?**

(this can be the same amount that you are applying to PHF for)

**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: If someone suggested that you apply to the Ideas and Pioneers Fund, please tell us who that was?**

**Question: Have you previously applied to PHF for funding?**

Yes/No/Do not know

**Question: Have you ever applied for grant funding before?**

(this could be in your current role, as part of voluntary work or in previous employment)

* Yes – successfully
* Yes – Unsuccessfully
* No

**Question: If you’ve received grant funding before, please describe**

**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

Some things to consider with the following questions:

> Use simple language, explain abbreviations and avoid jargon.

> Remember that the person reviewing your application may not have specialist knowledge of the issue or area you are working on, so make sure your idea can be clearly understood.

> At this stage, you don’t need a detailed budget, you will only need to describe how you would spend the money.

> We’ve provided a word count range for the questions. Please don't feel that you have to use all of the word count - the upper end of the range is a limit not a target.

> When relevant, please answer the questions from the perspective of everyone who would be involved in exploring the idea.

**Question: Please give us a 100-word summary of your proposal.**

**Question: Tell us about your vision, goals and idea. (200-500 words)**

Use these prompts to help you:

> What is the issue that you want to change?

> How do you know change is needed?

> What is your specific idea for creating change that you want to develop, explore or test using the grant?

> How is this idea doing things differently?

> What is your long-term vision of change for this idea/work beyond this funding?

**Question: Tell us about yourselves (200-500 words)**

Use these prompts to help you:

> Please briefly tell us about your organisation and how it is involved, including any staff that will be exploring this idea.

> What’s your motivation for working on this idea?

> What direct, indirect, or learned experience do you have of the issue that you want to change? We are particularly interested in applications where there is a clear connection between your experience and your idea. However, we also know that sharing experiences can be difficult. Please only share what you feel comfortable with.

**>** What skills or assets do you have that make you well-placed to create change on this issue?

**Question: Tell us about your plan for developing or testing your idea.  (200-500 words)**

Use these prompts to help you:

> This fund focuses on early idea development. Please describe the sorts of things you would like to use the grant to find out, but don’t know yet.

> Please provide a brief outline of what the money will be used for.

> What challenges might you face as you explore and test out your idea?

> Beyond our financial support, what else be needed to help you as you explore and test out your idea?

# Grant Payment information:

If your application is successful, the grant may be paid either through an organisation's bank account or through a personal bank account in the name of the applicant.

**Question: If your application is successful, what type of bank account would the grant be paid into?**

(If this changes after your application is submitted, it can be easily updated)

**Question: If the grant would be paid to an organisation's bank account, please give that**

**organisation's name.**

**Question: Please provide a brief description of the organisation and your relationship with it.**

# Equalities Monitoring:

As part of our commitment to addressing systemic inequalities, and in order to hold ourselves to account for the decisions we make, we collect equalities monitoring data about applications we receive and the grants that are awarded.

Any information provided will be treated as strictly confidential and will be used for statistical monitoring purposes only – your answers to the questionnaire will in no way affect your application.

**A link to this survey is published in the live application form for you to complete.**

**Question: Have you completed the above survey?**

(Your application to the Fund cannot be considered until you have completed the survey)