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| Thank you for considering the Paul Hamlyn Foundation Arts Fund. Before you apply, please make sure you take our [quiz](https://www.phf.org.uk/our-funding/#am-i-eligible) to check if you’re eligible, read the guidance of the **Arts Fund** and check the **What we will fund** and **What we will not fund** pages.  The below questions are designed to give us focused information for our assessment process, whilst we request your business plan and organisational budget to give us the broader context of your organisation.  If we progress with your application to the second stage of the process, we will arrange to have a conversation with you which allows us to ask further questions and understand your answers in more detail. Questions will be shared with you in advance, along with requests for any additional documents such as workforce policies. | | |
| **Question:** | **Answer** | |
|  | **Type** | **Other Info** |
| \*I have taken the quiz, read & understood the Eligibility criteria & specific requirements for this fund | Tick Box | Tick box to confirm |
| \*Previous Contact: Please let us know if your organisation: | Dropdown Selection | 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 |
| If you have already spoken to someone at the Foundation - please let us know who this was: | Free Text | Fill in your own details |
| How did you hear about Paul Hamlyn Foundation? | Dropdown Selection | * Event or conference * Online search * Word of mouth * Facebook * Twitter * LinkedIn * Instagram * Other social media * Other source |
| **Your organisation’s details:** |  |  |
| \*Primary contact details for the Application:  First name, Last name, Telephone number, Email Address | Free Text | Fill in your own details |
| Please let us know if you have any particular access needs we should be made aware of? | Free Text | Fill in your own details |
| \*What is your organisation's name? | Free Text | Fill in your own details |
| What is your organisation's legal name? | Free Text | Fill in your own details |
| If your organisation is known by any other name, please give that name as well | Free Text | Fill in your own details |
| \*Organisation address details: Building no, Street, Town/city, Postcode | Free Text | Fill in your own details |
| \*Organisation Telephone number | Free Text | Fill in your own details |
| General email address for your organisation | Free Text | Fill in your own details |
| Organisation website (if applicable) | Free Text | Fill in your own details |
| \*Organisation Legal status | Dropdown selection | 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 |
| \*In which year was your organisation established?  (This was the year your organisation became a legal entity | Free Text | Fill in your own details |
| Charity number (If applicable) | Free Text | Fill in your own details |
| If applicable, when was your organisation registered as a charity? | Date Selection | Select from Calendar pop up |
| Company number (If applicable) | Free Text | Fill in your own details |
| If applicable, when was your organisation registered as a company? | Date Selection | Select from Calendar pop up |
| Are you a living wage employer? | Dropdown Selection | Select 1 from the following:   * Yes * No |
| Living wage - what year were you accredited living wage status? | Free Text | Fill in your own details |
| \*Please let us know how many staff are employed by your organisation (full time equivalent)? | Free Text | Fill in your own details |
| Please let us know how many volunteers your organisation has? | Free Text | Fill in your own details |
| **Financial summary:** |  |  |
| \*What was the date of your last financial year end? | Date Selection | Select from Calendar pop up |
| \*What was your organisation's income in the last financial year? | Free Text | Fill in your own details |
| Did your organisation have a surplus or deficit for the last financial year? | Dropdown Selection | Select 1 from the following:   * Surplus * Deficit * Not applicable |
| If applicable, what was the amount of your organisation's surplus/deficit for the last financial year? | Free Text | Fill in your own details |
| What were your organisation's unrestricted reserves at the end of the last financial year? | Free Text | Fill in your own details |
| Are you projecting a surplus or deficit for the current financial year? | Dropdown Selection | Select 1 from the following:   * Surplus * Deficit * Not applicable |
| What is your organisation's projected surplus / deficit for the current financial year? | Free Text | Fill in your own details |
| What are your organisation's projected unrestricted reserves for the end of the current financial year? | Free Text | Fill in your own details |
| \*Please select the charitable purpose that your organisation relates to: | Tick box selection | Select 1 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 |
| 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 public benefit, as defined by the Charity Commission. | Free Text – max words 100 | Fill in your own details |
| **About the work:** | | |
| \*Where will this work take place?  (Please tick UK Wide (if relevant) OR select all that apply) | Box Tick Selection | 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 |
| Which art forms does your organisation focus on? | Box tick selection | * Cross-artform - i.e. the purposeful intersection or combination of more than one artform, including interdisciplinary work * Multiple artform - 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 |
| \*How much funding are you applying for?  Please note this funding will be for the duration of 3 years, if successful. | Free Text | Fill in your own details |
| \*When do you intend to start the work? | Date Selection | Select from Calendar pop up |

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| **Arts Fund:**  Paul Hamlyn Foundations Arts Fund supports organisations to do the following:     * build capacity and resources for culture within historically underfunded communities. * explore the role that artists can play in addressing issues of social justice. * create the infrastructure for a more equitable cultural sector. | | |
| 1. Please tell us about your organisation’s mission and vision | Free text (200 word limit) | Fill in your own details |
| 2. Please tell us about your organisation’s values and how you embed them within your governance, workforce and culture | Free text (250 word limit) | Fill in your own details |
| 3. Please describe your creative, curatorial or organisational practice and how this relates to your vision for social change | Free Text – max 400 words | Fill in your own details |
| 4. Please tell us about the communities you want to work with towards this change and the way you work with them | Free Text – max 250 words | Fill in your own details |
| 5. Please tell us about the collaborations and partnerships you are part of and what your collective ambitions are. | Free Text– max 250 words | Fill in your own details |
| 6. Please provide a description of what our funding will support. | Free Text– max 250 words | Fill in your own details |
| 7. What impact do you hope this funding will have on your organisation and its development? | Free Text– max 250 words | Fill in your own details |
| 8. Please tell us about your organisation's approach to learning and reflection and what you will learn as a result of this funding | Free Text– max 300 words | Fill in your own details |
| 9. Please provide a copy of your current or most recently updated strategy or business plan | File Document upload | You are required to upload a document. |
| 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. | Free Text– max 150 words | Fill in your own details |
| Please provide a copy of your current for most recent organisational budget | File Document upload | You are required to upload a document. |
| 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. | Free Text– max 150 words | Fill in your own details |
| Is there any other information you would like to include that is relevant to your application? | Free Text– max 150 words | Fill in your own details |

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| **About your organisation – diversity, equity and inclusion data** | | |
| The data that we are collecting and language used is based on the DEI Data Standard. Please answer the questions to the best of your ability. Questions marked with an asterisk (\*) are mandatory. All others are optional.  **Why we are collecting this data**  PHF is committed to centring diversity, equity and inclusion issues within our work. We want to ensure our funding is reaching communities most affected by systemic discrimination and oppression. More information about how we are doing that can be found [on our website](https://www.phf.org.uk/about-phf/#diversity-equity-and-inclusion).  We would like to understand more about the purpose and leadership of the organisations that we are supporting. This information will help us to understand our applicants and grantees, identify any imbalance in our funding and help us to improve.  We may use the information you provide as part of your application assessment.  **How we will share this data**  When publishing information about grants we have awarded on websites like 360Giving's GrantNav, data shared about who the work is supporting, the organisation's leadership and the organisation's mission may be included in the grant details.  If you are not successful in being awarded a grant any information that we share or publish will be aggregated with information from other grant applicants, and details for your organisation will not be identifiable.  Our [Privacy notice](https://www.phf.org.uk/privacy-notice/) provides further detail about how we will use your information.  This form includes the opportunity to opt out of publication of your leadership data if you wish.    **Feedback - Diversity, equity and inclusion data**  We know that these issues are sensitive and that the language used to describe different identities is contested and evolving quickly. We welcome feedback on our approach and the language used, and any suggestions on how we can support you to collect this data. If you would like to comment, please email:DEI@phf.org.uk or complete this anonymous survey  Any feedback you provide will be dealt with confidentially and will not impact your relationship with PHF.  **Please answer the following questions to the best of your ability.** | | |
| **Section 1: The people/communities who will benefit from the work you are seeking funding for**    We want to know if the people your proposed work will support share a particular identity and/or experience(s). And if they do, we'd like to know what those shared characteristics are.  By this we mean that **75% or more of the people** your work will support share a particular identity and/or experiences. You can choose more than one of the categories below. But please note that 75% or more of the people your work supports should share these identities and/or experiences.  For example, if the people your work will support includes at least 75% female refugees, this would qualify as supporting a specific group: women who are refugees. So they would fall under two categories:  • ‘Women and girls'  • ‘People who have migrated and/or have experience of the immigration system’ | | |
| **Question:** | **Answer** | |
|  | **Type** | **Other Info** |
| 1. Please select any category that you anticipate that 75% or more of people benefiting from your proposed work will identify with.   You may select from multiple categories to reflect the intentions of your work. | Multiple choice tick box | Select from the following:   * A general population – it is not aimed at a specific group of people * Communities experiencing racial inequity * Faith communities * People who have migrated and/or have experience of the immigration system * Deaf, disabled, neurodivergent people and/or people with mental health conditions * Older people (typically those aged over 60) * Children and young people (typically those aged under 25) * Women and girls * LGBTQI+ people * People who are educationally or economically disadvantaged * Other lived experience (please list below) * Prefer not to say |
| 1. If you selected ‘other lived experience’, please describe below.   Examples: Men and boys; A local community; Care experienced young people; People recovering from alcohol addiction; People with experience of the criminal justice system | Free Text | Fill in your own details |  |
| **Section 2: About the leadership of your organisation**  We would like to understand more about the leadership of the organisations that we are supporting. | | |
| 1. If you would like to opt out of the publication of your leadership data in this section please tick here.\* | Tick box | Optional tick box |
| 1. How many people in your organisation are in Board/trustee positions?\* | Free Text | Fill in your own details |
| 1. How many people in your organisation are senior staff?\* | Free Text | Fill in your own details |
| In line with the [**DEI Data Standard**](https://www.funderscollaborativehub.org.uk/collaborations/dei-data-standard)**,** we define an organisation as being led by specific communities or groups if at least 75% of the Board of Trustees / Management Committee **AND** at least 50% of senior staff self-identify in this way.  Please answer the following questions to the best of your knowledge. If you need assistance calculating the percentages, please use this [calculation tool](https://percentagecalculator.net/).  If you tick the response to Question 6, please select 'Don't Know' to Questions 7a – 7i. | | |
| **Question:** | **Answer** | |
|  | **Type** | **Other Info** |
| 1. We don’t collect this data and/or we are not in a position to answer these questions at the moment | Tick Box | Optional tick box |
| 1. What percentage of your organisation’s leadership self-identifies in the following areas: | | |
| \*7a) Communities experiencing racial inequity | Dropdown Selection | Select 1 from the following:  Board of Trustees / Management Committee:   * 0%; * 1%-24%; * 25%-49%; * 50%-74%; * 75%-100%; * Don’t know   Select 1 from the following:  Senior staff:   * 0%; * 1%-24%; * 25%-49%; * 50%-74%; * 75%-100%; * Don’t know |
| \*7b) Faith communities | Dropdown selection | Select 1 from the following:  Board of Trustees / Management Committee:   * 0%; * 1%-24%; * 25%-49%; * 50%-74%; * 75%-100%; * Don’t know   Select 1 from the following:  Senior staff:   * 0%; * 1%-24%; * 25%-49%; * 50%-74%; * 75%-100%; * Don’t know |
| \*7c) Communities with lived experience of the immigration system | Dropdown Selection | Select 1 from the following:  Board of Trustees / Management Committee:   * 0%; * 1%-24%; * 25%-49%; * 50%-74%; * 75%-100%; * Don’t know   Select 1 from the following:  Senior staff:   * 0%; * 1%-24%; * 25%-49%; * 50%-74%; * 75%-100%; * Don’t know |
| \*7d) Deaf, disabled and/or neurodivergent people and/or people with mental health conditions | Dropdown Selection | Select 1 from the following:  Board of Trustees / Management Committee:   * 0%; * 1%-24%; * 25%-49%; * 50%-74%; * 75%-100%; * Don’t know   Select 1 from the following:  Senior staff:   * 0%; * 1%-24%; * 25%-49%; * 50%-74%; * 75%-100%; * Don’t know |
| \*7e) Older people \*typically those aged 60 or over) | Dropdown selection | Select 1 from the following:  Board of Trustees / Management Committee:   * 0%; * 1%-24%; * 25%-49%; * 50%-74%; * 75%-100%; * Don’t know   Select 1 from the following:  Senior staff:   * 0%; * 1%-24%; * 25%-49%; * 50%-74%; * 75%-100%; * Don’t know |
| \*7f) Young people (typically those aged 16 to 25) | Dropdown Selection | Select 1 from the following:  Board of Trustees / Management Committee:   * 0%; * 1%-24%; * 25%-49%; * 50%-74%; * 75%-100%; * Don’t know   Select 1 from the following:  Senior staff:   * 0%; * 1%-24%; * 25%-49%; * 50%-74%; * 75%-100%; * Don’t know |
| \*7g) Women and girls | Dropdown Selection | Select 1 from the following:  Board of Trustees / Management Committee:   * 0%; * 1%-24%; * 25%-49%; * 50%-74%; * 75%-100%; * Don’t know   Select 1 from the following:  Senior staff:   * 0%; * 1%-24%; * 25%-49%; * 50%-74%; * 75%-100%;   Don’t know |
| \*7h) LGBTQI+ people | Dropdown Selection | Select 1 from the following:  Board of Trustees / Management Committee:   * 0%; * 1%-24%; * 25%-49%; * 50%-74%; * 75%-100%; * Don’t know   Select 1 from the following:  Senior staff:   * 0%; * 1%-24%; * 25%-49%; * 50%-74%; * 75%-100%; * Don’t know |
| \*7i) People who are educationally or economically disadvantaged | Dropdown Selection | Select 1 from the following:  Board of Trustees / Management Committee:   * 0%; * 1%-24%; * 25%-49%; * 50%-74%; * 75%-100%; * Don’t know   Select 1 from the following:  Senior staff:   * 0%; * 1%-24%; * 25%-49%; * 50%-74%; * 75%-100%; * Don’t know |
| 1. Does the majority of the leadership of your organisation (by this we mean 75% or more of the Board of Trustees/ Management Committee AND 50% or more of senior staff) identify with other types of lived experience that are not included above?\*   If so, please describe below. **Please do not include any information that may identify specific individuals.**  *Examples: Men and boys; A local community; Care experienced young people; People recovering from alcohol addiction; People with experience of the criminal justice system.* | Free Text (word count 200) | Fill in your own details |
| **Section 3: About the mission or purpose of your organisation**  We’d like to understand more about the mission of the organisations that we’re supporting.  By this we mean any specific groups or communities that are included in your organisation’s constitution, governing documents or strategy.  *If specific groups are mentioned, please select from the list below – you can choose more than one category.*  *If specific groups are not mentioned, please choose ‘We do not have a mission specifically related to any of the groups listed’.* | | |
| 1. Is the mission of your organisation to help any of these groups?\*   *If specific groups are mentioned, please select from the list below - you can choose more than one category.*  *If specific groups are not mentioned, please choose ‘We do not have a mission specifically related to any of the groups listed’.* | Multiple choice tick box | * We do not have a mission specifically related to any of the groups listed * Communities experiencing racial inequity * Faith communities * People who have migrated and/or have experience of the immigration system * Deaf, disabled and/or neurodivergent people * People with mental health conditions * Older people (typically those aged 60 and over) * Children and young people (typically those aged under 25) * Women and girls * LGBTQI+ people * People who are educationally or economically disadvantaged |
| 1. If there is any additional information you wish to share about how your organisation is approaching issues relating to diversity, equity and inclusion with your staff, volunteers or for those you work with, please do so here. | Free Text (word count 200) | Fill in your own details |

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| **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) | | |
| \* Do you have a safeguarding and digital safeguarding policy for children and vulnerable adults? | Dropdown Selection | 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  Safeguarding policy – Vulnerable Adults  Digital safeguarding policy | File Document upload | If applicable - You are required to upload your documents |
| When was the last time your safeguarding policy was formally reviewed? | Free Text – max 100 words | Fill in your own details |
| When was your safeguarding policy last discussed at Board level? | Free Text – max 100 words | Fill in your own details |
| Who is the designated safeguarding lead in your organisation? | Free Text – max 100 words | Fill in your own details |
| What safeguarding training is undertaken by your employees and others working with your organisation (eg Board, volunteers)? | Free Text – max 100 words | Fill in your own details |
| 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? | Free Text – max 100 words | Fill in your own details |