

## Tips for Applicants - True Colours Trust UK Small Grants Programme

These notes are designed to help you complete your application to True Colours. However, if there is anything within the form which you are unsure about, or if you'd like to have a conversation with us before you submit, please do contact us at [info@truecolourstrust.org.uk](mailto:info@truecolourstrust.org.uk).

### Before you start

Please note that the online form must be completed in one sitting as it does not have a save function. We therefore suggest that you ensure you have all the information to hand before you begin.

### Completing the form

We have provided some guidance on how to complete each of the fields in the form. If you have any questions, please don't hesitate to get in touch.

### Contact Information

#### Name of organisation

If your organisation operates under a different name to the one it is registered under, please give us both names.

#### Organisation Address

Please provide your organisation's postal address.

#### Main contact for the project

We may need to contact you to discuss your application. Please provide the contact details for the person we should speak to about the project. If you have a preference for how you'd like to be contacted, or any access needs that you would like us to be aware of, please let us know.

### About your organisation

#### Registered charity number or Community Interest Company number

Please provide your registered charity or Community Interest Company number. Please note that organisations which are not registered charities or CICs are not eligible to apply.

#### Charity website address

If your organisation does not have a website, please feel free to share a link to your social media if applicable.

#### Organisation type

Please tell us what type of organisation you are (for example, registered charity or Community Interest Company). If your organisation falls into another category, please specify this.

#### Please describe, in one or two sentences, the aim of your organisation. (250 characters max)

Please summarise the aim of your organisation briefly. What services do you offer and who benefits from your work? There is a character limit so please keep your response concise.

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Please tell us about the activities or programmes your organisation delivers. You may wish to describe what a typical week looks like for your organisation. (approx. 250 words)

This can help us understand what you do on a day-to-day basis. You might include:

- The main activities of your organisation and how often they take place (e.g. sessions, workshops, events and support etc.)
- Who your service users are and how many people you reach in total.
- The needs or challenges you are addressing.
- What you are trying to achieve through this work.
- A little about your organisation's history and how it has developed over time.

Most applicants share around 250 words. You are of course welcome to share more or less than this if it's helpful.

#### Number of paid employees.

Feel free to keep this brief, e.g. 'our charity employs three people, one full-time and two 0.5 full time equivalent'.

#### Number of volunteers

Please provide the number of people who regularly volunteer for your organisation.

#### In what year was your organisation established?

If your organisation operated before it was registered as a charity or a CIC, please provide details of when it was first established and when it was formally registered as a charity and a CIC.

#### Income and Expenditure

Please provide the total income and expenditure of your organisation for your most recent full financial year.

Please note that organisations who are newly registered (and so don't have a full year of accounts), and/or who have an income of over £350k, are not eligible to apply.

#### How many months' running costs does your organisation currently hold in reserves? Is this in line with your reserves policy?

Please let us know your current reserves position. This might include:

- How many months' running costs does your organisation currently hold in reserves?
- Is this in line with your policy? If not, what is the reason for the difference?
- Are there plans to use the reserves going forward? If so, how?

#### Do you receive any statutory funding?

If you receive statutory funding (e.g. from central government, city, town or county councils), please let us know here. Please give us some information about how much you receive and what the funding is for. If you don't, please type 'n/a'.

#### Does your organisation have a religious affiliation?

True Colours is happy to consider applications from organisations with a religious affiliation or foundation. However, please note that we will only consider applications from organisations which are open to children and families of all faiths, backgrounds and culture.

#### Purpose of Funding

##### Sum requested

Please indicate how much you are requesting from True Colours. The maximum grant which can be considered is £10,000.

### Project title

Please give your project a short title that reflects what the funding will be for.

### Please outline how you would use this funding should you be successful. (approx. 250 words)

Please describe the activities you would like to do using funding from True Colours. You might consider including:

- The overall objectives of the project – who are you trying to help and why?
- What activities will you do?
- Will you need to purchase materials or equipment to do the activities?
- Information timing. How long will it take? How often will you do the activities?
- Details of what you hope to achieve by the end of the project.
- What difference will the project make?

Most applicants write around 250 words, but you are welcome to write more or less.

### Please provide a budget with estimated costs, showing how you would use a grant from True Colours.

Please provide a breakdown of planned expenditure on the project. E.g.

- £800 to purchase games for use at after-school club
- £1,200 for hall rental
- £2,00 for transport

If your request is for funding to make up part of a larger budget, please provide the overall budget. E.g.

- The total budget for this work is £30,000 which is made up of salary costs (£20,000), equipment costs (£5,000) and transportation costs (£5,000). We are asking True Colours for a contribution towards the total budget.

We are aware that budget lines can shift during the course of a grant. If there is a significant change in costs during the course of a project, we would ask you to let us know. We will also request a report on expenditure following the completion of the project.

### Who are your service users and what is the age range of children you support? (approx. 125 words)

Please give some information about who you expect to reach with this service or activity. You might include the following information:

- The age of the children you will support.
- The types of disabilities or life-limiting conditions of the children you support.
- What proportion of the children and families supported will come from ethnic minority communities?

### How many people do you expect to reach? (approx. 125 words)

You might include:

- The number of individuals/families you expect to support during the project.
- A breakdown where relevant (e.g. number of children, parents/carers, siblings).
- Whether these are new service users, existing users or a combination of both.
- How frequently individuals will take part (e.g. one-off events or regular sessions).

Can you tell us more about the area you work in? (approx. 150 words)

You might consider telling us the following:

- Is the area in which you work rural or urban?
- Is it an area of high deprivation?
- What are the biggest challenges facing the children and families you work with?

Do you charge families for your services? (approx. 125 words)

Please tell us how much it costs families to access your services.

Has your organisation received funding from True Colours in the past?

If you are not sure whether you've received funding in the past, please put 'not known'.

How did you find out about True Colours?

Please select the correct option for how you heard about us.

Safeguarding

DBS/PVG checks/AccessNI

Please tick whether your staff and volunteers have current DBS/PVG/AccessNI checks. If not all staff or volunteers have checks, please tick no and give more detail in the box below.

Safeguarding policies

Please tick to confirm whether you have safeguarding policies in place and whether you are happy to adhere to True Colours' policy. If you tick no, we will get in touch with you in due course to request more information.

When your application is complete

When your application is complete, please click the 'Next' button if you are using the online form. You will then be asked to upload supporting documents such as your most recent accounts and your organisation's safeguarding policy. You may also include your full budget if you wish.

You will also be asked to confirm that you agree to us processing the information provided in your application. Our full privacy policy can be viewed [here](#).

Once submitted, the form will be sent to us. You will receive an automatic acknowledgement email confirming receipt of your application after submission.

Feedback

We strive to make our application process as accessible as possible. If you have any feedback on this form or suggestions of things we could do better, please do let us know. If there is anything within the form you are unsure about before submitting, please do contact us at [info@truecolourstrust.org.uk](mailto:info@truecolourstrust.org.uk). Please be assured that any feedback you send will not impact your application.