# Small Grants Application Form

|  |  |
| --- | --- |
| Date Submitted | Click here to enter a date. |
| Project name: |  |
| Brief project description: |  |
|  |  |
| Employer providing time |  |
| Amount of time provided in person-days |  |
|  |  |
|  |  |
| Partner organisation name: |  |
| Partner organisation type: |  |
| Partner organisation description: |  |
|  |  |
| Total grant requested: |  |
| Matching funds provided: |  |
| Additional resources required for project: |  |
| Please provide these supplementary documents: | Choose an item.  | Formal partnership agreement with partner organisation, or other documentary evidence of the partnership.  |
| Choose an item. | Proof of the allocation of time from your employer. |
| Choose an item. | Project budget. |
| Please list any other relevant supporting documents available. Do not attach these, they will be requested if required. |  |

# Project Narrative

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| Describe the project in no more than one page, providing any relevant information in addition to the detail questions. Explain why the project needs your input and how your involvement adds value.  |
|  |

# Project Details

|  |  |
| --- | --- |
| Who is/are the client(s) for the project? |  |
| Explain the need for the project: |  |
| Who will the project benefit, and how? |  |
| Who is involved in the project, and how? Explain why they are qualified for the work.  |  |
| What are the technical/engineering aspects of the project?  |  |
| What will the impact of the project be? |  |
| How will the impact of the project be assessed?  |  |
| How will the client(s) hold you accountable for your work?  |  |
| What reporting will be provided to the Happold Foundation during and after the project? |  |

# Administration details

|  |  |
| --- | --- |
| When will the project start? | Click here to enter a date. |
| When will the project end? | Click here to enter a date. |
| By what date will the grant be required? | Click here to enter a date. |
| By what date will the grant be spent? | Click here to enter a date. |
| By what date will the final report be submitted?  | Click here to enter a date. |

Note that any portion of the grant unspent at the date given above may have to be returned to the Happold Foundation. If a project is delayed or money will be left unspent it is strongly recommended that this is discussed with the Happold Foundation before the end of the project. Where justifiable an extension may be granted, at no cost to the Happold Foundation.

Recipients of grants must be able to provide evidence of expenditure in line with this proposal in the form of receipts or other records, and must provide copies of these as part of the final report. Where a significant variation from the submitted budget is needed, please contact the Happold Foundation at the earliest opportunity; justifiable adjustments will be allowed.

If the final report is not submitted by the agreed date the Happold Foundation reserves the right to re-claim the grant.

By submitting this application you agree that your application and project details may be published on the Happold Foundation website, and that any project outputs may be detailed or published on the Happold Foundation website. The Happold Foundation aims to be transparent about what it funds.

# Project Plan

Fill in the project planning framework below. Provide at least one specific objective. You can add rows to add additional objectives and extend onto additional pages if required. Please be clear and concise.

|  |  |
| --- | --- |
| **Overall project goal:** | **Click here to enter text.** |
|  | **Specific objectives**  | **Outputs**  | **Activities** (include the activities needed to achieve the output) | **Objectively verifiable indicators** (include means of measurement) | **Risks & assumptions** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |