



Diocese of Westminster

DEPARTMENT OF PASTORAL AFFAIRS

St John Southworth Fund

THE ST JOHN SOUTHWORTH FUND

THE AWARDS PANEL ACTS ON BEHALF OF THE TRUSTEES OF THE DIOCESE OF WESTMINSTER TO FULFIL THE WISHES OF THE ORIGINAL BENEFACTORS TO HELP INDIVIDUALS IN NEED.

ADVICE FOR ORGANISATIONS - HOW TO APPLY FOR A GRANT

When to Apply. The meetings of the Grants Panel are held quarterly throughout the year and applications may be submitted at any time.

Before completing the application form, please make sure that you have read the guidelines for applicants. There are two types of form – one for individuals and one for organisations.

Monitoring: Successful applicants will be asked to provide evidence of how the money awarded has been spent. For organisations, this should include:

- within 12 months of receipt of the award, a summary of how the grant contributed to the outcomes and achievements of the project
- as soon as they become available, appropriate accounts documenting the receipt of the grant and the expenditure relating to it

Applicants should please note the following: Funds will only be awarded to organisations or individuals that do not in any way act contrary to or undermine the clear teaching and practice of the Catholic Church in matters of faith and morals.

ABOUT THE APPLICATION FORM FOR ORGANISATIONS APPLYING FOR GRANT AID.

Part A requires only a brief summary of the project for which you need funds.

Part B requires more detailed information and a budget for the project in question.

Report and accounts: Where possible please enclose a set of your most recent accounts and annual report. For new organisations bank statements and any publicity or literature will suffice.

Other information: Please also add any supplementary information that you feel is relevant to your application.

When you have completed Part A and Part B, please email or post the application form, together with a copy of your most recent accounts and annual report and any supplementary information, to the Grants Administrator at the address below:

Please send applications to: The Grants Administrator, Department of Pastoral Affairs,
Vaughan House, 46 Francis Street, London SW1P 1QN

Tel: 020 7798 9063 **Fax:** 020 7798 9077 **E-mail:** sjsfadmin@rcdow.org.uk

Registered Charity No. 233699 – Website: www.rcdow.org.uk/stjohnsouthworth



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APPLICATION FOR GRANT AID FOR AN ORGANISATION - PART A

Please complete both parts of the application and return to the address below including a set of your most recent annual report and accounts.

Name of organisation			
Address of organisation			
Telephone Number		Date established	
Charity Registration No. (if applicable)			
Correspondent's Name			
Correspondent's position in organisation			
Email Address/ Website			

Brief Description of Organisation:

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Name and Location of project for which funding is requested:

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Borough it is in:

Amount requested:

Brief details of project for which grant requested:

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APPLICATION FOR GRANT AID FOR AN ORGANISATION – PART B

Please use the following questions as a guide to provide a more detailed picture of your organisation and to make a strong case for financial support.

About your organisation:

1. What does your organisation do?
2. Why is the work of the organisation necessary?
3. Who benefits from the work?
4. What resources do you have? (*Money, premises, equipment, staff*)

About your project:

5. What is the project for which you require funds, what are its objectives?
6. How will it be managed?
7. How will you know if it is successful?
8. What is the budget for the project? (*Please give a breakdown of the different costs.*)
9. What other funds or grant making bodies have you applied to?
10. What is the long term funding strategy for this project?
11. What would happen if we do not fund the project?



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PART B - About your organisation

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PART B – About your Project

- **I have completed Part A and Part B**
- **I enclose the latest annual report and accounts.**
- **If the application is successful, I will provide a follow-up report.** This will include:
 - within 12 months of receipt of the award, a summary of how the grant contributed to the outcomes and achievements of the project
 - relevant accounts documenting the receipt of the grant and the expenditure relating to it

Signed:

Date:

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