Grant application form and guidelines

Thank you for your interest in applying to Philip and Lucas International Trust. We fund registered charities, community organisations, businesses, researchers and individuals whose work makes a real difference.

> The quickest way to apply is online at https://philiplucastrust.org/login. Your answers save as you go, and you can upload documents and message our grants team. Use this form if you can't apply online, or to prepare your answers first.

Who can apply

- Registered charities, Charitable Incorporated Organisations (CIOs), exempt or excepted charities, registered non-profits and NGOs, universities and research institutes, and registered companies and social enterprises
- Individuals, such as students and researchers, with a qualifying project
- The work must take place in the country where your organisation is registered
- Organisations usually need at least one year of accounts

Grant sizes

- **Regular Grants:** under £100,000. Usually decided within twelve weeks of a complete application.
- **Major Grants:** £100,000 or more. Decided at meetings of our Board of Trustees.

You can check whether you're eligible, and which programme fits, at https://philiplucastrust.org/eligibility.

How to send this form

Email the completed form and your documents to grants@philiplucastrust.org, or post them to Alpha Tower, Suffolk Street Queensway, Birmingham B1 1TT, United Kingdom. We'll let you know when we've received them.

Section 1: About you

Organisation name (or your full name, if you are applying as an individual)

Type of organisation (for example registered charity, company, NGO or university)

Registration number and country

Address

Contact person

Their role

Email

Phone

Website (if any)

Section 2: Your project

Project title

Programme you are applying to

Type of funding (capital, core or project costs)

Project summary: what you will do, who will benefit and what will change (up to 300 words)

Where the work will take place

Section 3: Charitable purpose

How does the project benefit the public, and which of our programmes' aims does it meet? If you are a company, a social enterprise or an organisation that is not a UK charity, also explain how any benefit to your owners, shareholders or staff is limited and only incidental.

Section 4: Timeline

Activity or milestone	Start date	End date

Total length of the project (months)

Planned start date

Section 5: Itemised budget

List each cost. Our budget template (a spreadsheet) is available from our website if you prefer.

Budget item	What it covers	Cost
Total project cost		

Amount you are asking us for

Other funding secured or applied for (and from whom)

Section 6: Documents to send with this form

Organisations

- ☐ Latest annual accounts (the last two years for Major Grants)
- ☐ Governing document (constitution, trust deed or articles of association)
- ☐ Proof of registration
- ☐ Safeguarding policy
- ☐ List of trustees or directors
- ☐ Charitable purpose statement (companies, social enterprises and organisations that are not UK charities)
- ☐ Business plan and latest management accounts (Major Grants only)

Individuals

- ☐ Proof of identity
- ☐ Proof of enrolment or employment

- [ ] Letter of support from your supervisor or institution
- [ ] CV

Section 7: Declaration

- [ ] I confirm that the information in this application is true and complete, that I am authorised to apply, and that the Trust may check the details. I have read the Trust's privacy notice.

Name _____ **Position** _____

Signature _____ **Date** _____

Thank you for taking the time to apply. If you have any questions, email grants@philiplucastrust.org and we'll be happy to help.