

Online Form Questions and Guidance Notes

This is not an application form. Below is a list of the questions you will be asked to complete when you fill in our online application form, with some guidance notes relating to the questions.

Please also remember to read our Application Guidelines found on our website www.idlewildtrust.org.uk.

* Indicates a mandatory field

1	<p>Organisation Name*</p> <p>This is the name or acronym that the organisation is commonly known as.</p>
2	<p>Full Legal Name of Organisation:</p> <p>This is the official name of the organisation if different from Organisation Name.</p>
3	<p>Main Address*</p> <p>The address of the organisation making the application.</p>
4	<p>Telephone Number*</p>
5	<p>Website Address</p> <p>If applicable.</p>
6	<p>Which of the following best describes the status of your organisation?*</p> <p>We accept applications from the following types of organisation. Please choose one from the four options given:</p> <ul style="list-style-type: none"> • UK Registered Charity • Church that is an excepted charity with an income of more than £100k per annum and is in the process of becoming a registered charity • Church that is an excepted charity with an income of less than £100k per annum • UK Publicly Exempt Charity (eg: some museums and galleries, universities, educational establishments) • If you are unsure of your status, please contact www.charity-commission.gov.uk (England and Wales) or www.oscr.org.uk (Scotland)

7	<p>Your Registered Charity Number Please give us your Registered Charity Number unless you are a Church that is an Excepted Charity or you are a UK Publicly Exempt Charity.</p>
8	<p>Organisation Name through which grant should be paid*</p>
9	<p>Outline of your Organisation* No more than 700 characters. This is a summary of your organisation's aims and objectives, its activities and achievements. If you are applying for a grant towards the preservation or conservation of a building or lands (for example, a church), it is important to include some information on the history of the building, highlighting interesting historical aspects.</p>
10	<p>Main Contact Name * Title/first name/surname. This is who we will contact if there are any queries about the application.</p>
11	<p>Address of Main Contact* Enter even if same as Organisation Address.</p>
12	<p>Post held within the Organisation* Please fill in your job title or voluntary position.</p>
13	<p>Daytime Contact Telephone Number* Please fill in a daytime telephone number we can call to reach the Main Contact, even if it is the same as the Organisation's Telephone Number.</p>
14	<p>Email Address of Main Contact* We will use this to confirm receipt of your application.</p>
15	<p>Project Title and Summary* No more than 150 characters. This is an important title or short sentence that summarises and describes your project clearly for those not involved (ie: Conservation of Georgian pews in C16 Grade 1 listed Church). If you are awarded a grant, the grant can only be used for</p>

	<p>the project described in this title, so please make sure it is as clear and accurate as possible.</p>
16	<p>Select the category that best fits your application*</p> <p>Arts Education: The Trust funds education projects and initiatives within the performing arts, visual arts and the fine arts. The projects must be professionally run and should demonstrate best practice in the field of arts education.</p> <p>Museums, Galleries and Fine Arts: The Trust funds exhibitions, projects and capital works within museums, galleries and other venues concerned with the fine arts including the visual arts and crafts. The Trust will need to be satisfied that the work is of a high standard and will attract visitors from outside its immediate community, if not nationally. Priority is generally given to projects of a national interest with a national or regional audience.</p> <p>Preservation and Conservation: The Trust funds the conservation or restoration for the benefit of the public of lands, buildings and other objects of beauty or historic interest in the United Kingdom. However the Trust does not fund new work within a restoration project such as new heating systems, annexes or facilities.</p> <p>Performing Arts: The Trust funds projects, events and performances within the performing arts including music, dance, poetry and drama. The Trust will need to be satisfied that the work is of a high standard and will attract an audience from outside its immediate community, if not nationally. Priority is generally given to projects of a national interest with a national or regional audience.</p>
17	<p>Select the region where the majority of your work will take place*</p> <p>Please select one region from the drop-down menu. If your project involves more than one region, please select the main region covered.</p>
18	<p>What is your expected start date?*</p> <p>Date/month/year</p> <p>Please give the expected start date of your project. If you are not sure of the date at this stage, please estimate it as carefully as you can. If you are applying for funds for a project on a single day, the start and end dates can be the same. If you are applying for funds for a project that is on-going all year round, please give the dates of your financial year.</p>

19	<p>What is your expected end date? * Date/month/year</p> <p>Please give the expected end date of your project. If you are not sure of the date at this stage, please estimate it as carefully as you can. If you are applying for funds for a project on a single day, the start and end dates can be the same. If you are applying for funds for a project that is on-going all year round, please give the dates of your financial year.</p>
20	<p>Listed building* If your building is listed, please choose from the options given. If it is not listed, please selected "not listed"; if the question is not applicable to your application, please choose "n/a". If the project is to conserve, for example, stained glass or a monument or an organ in a church or building, please give us the grading of your building.</p>
21	<p>What is the Need for the Project? No more than 700 characters.</p> <p>Explain why there is a need and how you have identified it.</p>
22	<p>Outline of Project* No more than 1500 characters.</p> <p>Outline the project and the proposed work or activities, how you would use the funds to meet our criteria and who would benefit from the project.</p> <p>If your project falls within the Arts Education, Performing Arts or Museums/Galleries/Fine Art categories, please let us know who you would attract to the project, how you would do this and the number of people benefiting from the project.</p> <p>If your project is a preservation or conservation project, include information about its historical significance.</p>
23	<p>What is the total cost of the project? *</p> <p>Please tell us the total cost of the project your application relates to. If you have requested a grant of £3,000 from us but you need a total of £12,000 to deliver the project, you must give £12,000 as the figure in this section. Please round to the</p>

	nearest pound.
24	<p>State the total amount you are requesting towards this from The Idlewild Trust* Up to and including £5,000.</p> <p>Please tell us the total cost of the project your application relates to. If you have requested a grant of £3,000 from us but you need a total of £12,000 to deliver the project, you must give £12,000 as the figure in this section. Please round to the nearest pound.</p>
25	<p>What is the total amount you have raised for the project to date, including confirmed pledges? *</p> <p>This is the amount raised for the project to date. It can include pledges of funds that are confirmed as long as they are not dependent on further funds being raised. Please round to the nearest pound or leave as £0 if no funds have been raised. It should not include income that has not yet been raised. For example, if the project is a ticketed event, you should not include ticket income unless tickets have been sold. You have a chance to show us your projected income and expenditure at the end of the application when we ask you to attach a Project Budget.</p>
26	<p>List the grants (including confirmed pledges) you have received for the project and summarise other income received.</p> <p>No more than 700 characters.</p>
27	<p>How do you plan to raise the remaining funds? *</p> <p>No more than 700 characters.</p> <p>Please let us know of any pending applications and applications you plan to submit for the project, giving the names of the funders and amounts you are applying for.</p> <p>Please also summarise other sources of funding if appropriate (ie: donations, ticket income), giving the amounts you are expecting.</p> <p>Later in the application form we ask you to attach your project's income and expenditure budget that can give more of a breakdown.</p> <p>If you leave this section blank we will assume you are not applying for any other funding, nor have any plans to raise other income.</p>

28	<p>Total Incoming Resources as shown in your last set of signed audited accounts* In your audited accounts, this figure appears on the Statement of Financial Activities. If you are an Excepted or Exempt Charity and don't have audited accounts, please give total income received in your last financial year. Please make sure this figure corresponds to the accounts you are submitting, rounding to the nearest pound.</p>
29	<p>Total Resources Expended as shown in your last set of signed audited accounts* In your audited accounts, this figure appears on the Statement of Financial Activities. If you are an Excepted or Exempt Charity and don't have audited accounts, please give total expenditure in your last financial year. Please make sure this figure corresponds to the accounts you are submitting, rounding to the nearest pound.</p>
30	<p>Net Current Assets as shown in your last set of signed audited accounts* In your audited accounts, this figure appears on the Balance Sheet Please make sure it is the Net Current Assets figure and not the Total Assets figure. If you are an Excepted or Exempt Charity, and don't have audited accounts, please give us your brought forward balance at the end of the last financial year. Please make sure this figure corresponds to the accounts you are submitting, rounding to the nearest pound.</p>
31	<p>Total Unrestricted Funds as shown in your last set of signed audited accounts* In your audited accounts, this figure appears on the Balance Sheet. If you are an Excepted or Exempt Charity and don't have audited accounts, please give the total value of any unrestricted funds held at the end of the last financial year. This maybe the same as the figure given above. Please make sure this figure corresponds to the accounts you are submitting, rounding to the nearest pound.</p>
32	<p>If your project involves working with children and young people under 18 or vulnerable adults, summarise your policies. No more than 700 characters.</p> <p>If your project involves working with children or young people under 18 or vulnerable adults, please describe what policies and procedures you have in place and how you implement and up-date these. We may ask to see your policies but do not send them to us now.</p>
33	<p>How will the project be managed? * No more than 700 characters.</p>

34	<p>How will you measure the success of the project? *</p> <p>No more than 700 characters.</p>
35	<p>Project Budget (income and expenditure)*</p> <p>We ask you to up-load a file of your budget (file size max 1MB: Word, Excel or pdf format).</p> <p>We need to see a budget showing the projected income and expenditure of the project. If relevant, the projected income section should include any targets for income from trusts, individuals, events or ticket income. If income or expenditure has already been received or incurred, please list "actual income and expenditure" in a second column in addition to the "projected" column.</p> <p>The budget does not have to list all items of income and expenditure and should be a summary eg: costs of staff members can be grouped together under "Staff Costs".</p>
36	<p>Most recent signed audited accounts*</p> <p>We ask you to up-load a file of your accounts (file size max 1MB: Word, Excel or pdf format).</p> <p>Please attach your signed accounts (audited or examined) <u>ONLY if they are not on the websites of the Charity Commission or the Office of Scottish Charity Regulator</u> (www.charity-commission.gov.uk; www.oscr.org.uk). Please ensure they are a signed copy.</p>
37	<p>First Photograph/Image:</p> <p>Please only attach a photograph or image if it is relevant to the project. If your project is a conserve an item within a building, it is helpful to have a photograph of the building as well as the item. File size max 1MB: jpg, pdf, gif or Word files.</p>
38	<p>Second Photograph/Image:</p> <p>Please only attach a photograph or image if it is relevant to the project. If your project is a conserve an item within a building, it is helpful to have a photograph of the building as well as the item. File size max 1MB: jpg, pdf, gif or Word files.</p>