

Application Form 2025

Please read the Guidance before completing this form

Section One - Eligibility	
Does your organisation meet the eligibility criteria	Yes / No / Uncertain
Has your organisation applied to us before (give details if yes)	Yes / No / Uncertain

Section 2 - Your Organisation	
Organisation name	Organisation telephone
Organisation operating address	Organisation website URL
Contact name for this application	Number of staff (part-time, full-time)
Organisation status/ Registered Charity No (if applicable)	Number of volunteers (exclude governing group)

Section 3 - The Applicant
Your full name
Your job title
Your email address
Your contact number (if different from above)

Section 4 - Request Summary
Summary of your request (maximum 100 words)
Amount requested (please round up to nearest £1)
Core or project costs? (if for both, please split the amounts for each)
If 100% is core funding, please confirm 70% or more of the work is for Tower Hamlets residents YES / NO

If this is a part contribution to the cost of a larger project/funding, what is the total cost?

How many people will benefit (estimate if you are not sure)

What period do you expect the grant to cover?

In section 5 below, there is no formal word limit, but we suggest no more than 200 words for each answer

Section 5 – About your request

Please summarise your work and achievements in the last 12 months or financial year

What do you need the funding for?

How does your application meet our funding priorities (Please refer to the guidance for details)

What difference will the funding make to the people that you help
What challenges are you likely to face in conducting this work
How will you learn from your work and understand the difference that you make – please share any tools or techniques you will use (interviews, surveys etc)

Section 7 Data for internal use only

Section 7 - Safeguarding
Is your work with children and young people or vulnerable adults?
If yes, what policies and procedures do you have in place to protect them?

Section 8 - Beneficiaries
Tell us more about your beneficiaries (who they are, the challenges they face, how you find them)

Section 9 - Governance	
How frequently does your governing body meet each financial year? Please give their last meeting date	

What were your free reserves at your last financial year end? (these are unrestricted funds available for running costs, they include designated funds)	Date year end XX/XX/XXXX Free reserves £0.00
Applications will be accepted from registered charities and community groups with annual incomes of £500,000 or less. We are happy to consider your organisation's average income over three years if you would prefer to use that. Please include your workings	Annual income: £ How did you calculate this?
Since the date of your most recent published accounts, are there any significant changes to your organisation's structure, financial position or core activities, or any potential changes which will significantly affect your organisation? If yes, please describe those below	Yes / No

Section 10 - Additional Documents	
Please attach the following documents to your application, unless they are publicly visible on the Charity Commission Register	Your answers here
Governing Document or Constitution	See Charity Register / Attached
List of Officers, Trustees, Committee Members and Executive Staff	See Charity Register / Attached
Annual Report and Accounts (the most recent published accounts) Please note, if your latest approved accounts are more than 12 months old, we may request predicted figures for the current financial year	See Charity Register / Attached
Full current year budget and breakdown of expenditure (please give annual budget if you are asking for core costs)	
Recent bank statement (please blank out the transactions if you can) which cannot be older than 3 months	Attached / Not attached
How did you hear about Wakefield Tetley Trust, and this grants programme	WTT website or mailing Local CVS or other voluntary support network/circular Word of mouth Other (please state)

Please note

We are using this simple Word form whilst we work to update our application process. We appreciate any feedback you have about using this form and the application process, in the box below.

Feedback here

Section 11 - Declaration	
All the information in this application is true and accurate to the best of my knowledge	
My governing body know of this application and agree it can be submitted	
We accept the Trust's decision is final and there is no right of appeal	
The information provided in this form will be stored and used by the Trust in accordance with the Data Protection Act 2018 which integrates the General Data Protection Regulations	
The information provided will be used for assessment and monitoring purposes	
The information you provide may be shared with third parties including external auditors and police and regulatory bodies for the purposes of determining detecting or preventing crime; or ensuring that no organisation is receiving duplicate funding; or where this is otherwise required by law	
Print Name	
Signature	We prefer you to print and sign here and scan the signed form to us. If that is not possible, we will accept your typed signature
Job Title	
Date of Signature	

Please send your completed and signed form by email to enquiries@wakefieldtrust.org.uk

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Registered Charity No. 1121779

www.wakefieldtrust.org.uk