



## WOODEN SPOON PROJECT GRANT APPLICATION FORM

For completion by applicants and despatch to your local Regional Chairman/Chairwoman.  
(see Regions)

(We regret that if your location is not covered by one of our Regional Committees we are unable to help)

Please first refer to "Eligibility for Grants" on page 5  
Please amplify your answers using additional pages if space is insufficient.

### Applicant details

Applicant organisation: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Address of project, if different: \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Website address: \_\_\_\_\_ Charity No. (if appropriate): \_\_\_\_\_

Contact name: \_\_\_\_\_ Position: \_\_\_\_\_

Tel. Work: \_\_\_\_\_ Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ email: \_\_\_\_\_

Brief description of applicant organisation (Origins, time in existence, activities, etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the tenure of the applicant organisation in the premises housing the project? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

If the premises are leased, when does the lease expire and with what breaks? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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### Project details

Title of project (e.g. Play Area, Extension of building, Sensory Room, etc.):

Brief description of project:

Benefits to be derived from project:

If project not wholly for use by disadvantaged children and/or youth (age 25 or less) and their parents/carers/siblings, which other categories will use the project - and what percentage of total users would these others comprise?

%

Disadvantaged children/youth, etc.

Others (specify):

\_\_\_\_\_

100%

\_\_\_\_\_

What funding are you seeking from Wooden Spoon?

**A**

What funding does your organisation have available?

**B**

Shortfall, if any

**C**

Estimated total project cost (including all professional fees and the VAT burden if the Applicant organisation does NOT recover all VAT)

**TOTAL A+B+C £**

How will the shortfall, if any, be raised? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## WOODEN SPOON PROJECT GRANT APPLICATION FORM

### Project details (continued)

Is planning permission/change of use necessary? Y/N\_\_\_\_\_

If yes, estimated date by which it will be (or was) obtained (MM/YY) \_\_\_\_\_  
\_\_\_\_\_

How many quotes/tenders will be (or were) obtained? No. \_\_\_\_\_

Basis of choice of supplier/contractor:

Anticipated timing for project:

Start build/installation (MM/YY) \_\_\_\_\_

Finish build/installation (MM/YY) \_\_\_\_\_

Start commissioning (MM/YY) \_\_\_\_\_

Ready for use (MM/YY) \_\_\_\_\_

Governing factors for timing:

### Cash flow

Wooden Spoon would normally expect to make funds available in round sums - broadly to match beneficiaries' cash-flow needs on projects (where appropriate, in the proportion that our contribution bears to the overall project cost) - on receipt of copies of invoices/architects' certificates. When do you expect payments to be required and in what amounts:

Payment	MM/YY	£
1.		
2.		
3.		
4.		_____
<b>Total (= A on Page 2)</b>		_____



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### Further considerations

Wooden Spoon normally expects projects it supports (or the relevant identifiable part of a larger project) to be 'badged', where appropriate, by naming as The Wooden Spoon .....  
..... Would this cause a problem?

We would expect there to be publicity generated as a consequence of our supporting a project. What media coverage would you expect to be able to achieve, e.g. for a formal opening/handover?

Wooden Spoon has a number of major corporate sponsors and it is our practice to arrange visits for their personnel to completed projects for them to be able to see how their contributions are working to the benefit of disadvantaged children and youth. Would there be any practical restraints in this case (other than reasonable numbers, timing and adequate notice)?

What opportunities might there be for your organisation to support Wooden Spoon events or for joint fundraising events?

(For schools only) Would you consider supporting Wooden Spoon through your programme of charitable giving?

Have you previously applied to Wooden Spoon for a grant? If so, what was the outcome?

Are there any decisions pending or other factors which might materially adversely affect your organisation, or its operations in the project location?

Are there any other matters you wish to bring to our attention?



## WOODEN SPOON PROJECT GRANT APPLICATION FORM

**Please attach:**

**Tick**

- Brochure, Prospectus or similar, if available
- Latest Accounts (where appropriate).
- Project drawings, sketch plan
- Cost estimates, quotations for project
- Appeal literature, if any
- Other relevant/useful documents (describe):


Acting on behalf of the organization mentioned below, I apply for funding from Wooden Spoon for the above project.

Signature.....

Name (Block Capitals) ..... Title.....

Date.....

For and on behalf of .....

**Eligibility for Grants**

Wooden Spoon supports projects which will benefit disadvantaged children and young people and which meet the terms of the following funding criteria and mission statement.

**Funding Criteria** Projects must normally be of a capital nature, with a reasonably long-term prospective lifetime. (NB. Computers and electronic equipment are only rarely supported due to their being susceptible to being overtaken by technological change.) Please note that it is Wooden Spoon Council policy only in very rare, defined circumstances to support minibus or similar vehicle projects, recognising that there are other charities which specialise in these. Also, Wooden Spoon only very rarely provides support for revenue expenditure. Grants are generally in the range of £20-£100k and representing 25-100% of the total project cost. Exceptionally, grants in excess of these figures are made. Click on "Project History" on [www.woodenspoon.com](http://www.woodenspoon.com) for details of all projects, current and completed.

Our **Mission Statement**, within which all requests for projects must fall, is:

**"Wooden Spoon aims to enhance the quality and prospect of life for children and young people in the United Kingdom and Ireland who are disadvantaged physically, mentally or socially."**