

**Small grants EXAMPLE application form**

Please note, this document is to help you plan your grant application and **cannot be submitted** as an application. You must make the application using our online application form.

**Eligibility**

1. **Have you received a grant from the Lipman-Miliband Trust within the last two years?**

□ Yes

□ No

*Please note that if you have received a grant for the Lipman-Miliband Trust within the last two years, you are ineligible to apply for this grants programme.*

1. **Are you (or the organisation you are applying on behalf of) based in the UK, with a UK bank account?**

□ Yes

□ No

1. **Are you (or the organisation you are applying on behalf of) based in the Republic of Ireland, with an Irish bank account?**

□ Yes

□ No

1. **Does your project take place in, or aim to have impact in, Northern Ireland or the UK?**

□ Yes

□ No

*Please note, to be eligible for this grant you must be based in and have a bank account in the UK or the Republic of Ireland. For applicants based in the Republic of Ireland, your project must take place in or aim to have impact in Northern Ireland or the UK.*

1. **Organisation type (if applying on behalf of an organisation)**□ C.I.C.

□ Informal organisation

□ Limited Company

□ Mutual Society  
□ Registered charity  
□ Trade union  
□ Unincorporated association

□ University

*Please note, we do not accept applications from universities.*

1. **The Lipman-Miliband Trust exists to fund:**

*“study and research into socialist ideas and practice and other allied fields and the dissemination of the results thereof to the public, and educational activities that raise public awareness and understanding of struggles and movements for peace, human rights and co-operation and a more equal, diverse, cooperative and democratic society.”*

**Which of these aims does your project further?**

□ Study and research into socialist ideas and practice and other allied fields and the dissemination of the results to the public

□ Educational activities that raise public awareness and understanding of struggles and movements for peace, human rights and co-operation and a more equal, diverse, cooperative and democratic society

□ Both  
□ Neither

**Basic information**

1. **Name of organisation**

If you are applying as an individual, please write “n/a” here

1. **Name**

Please tell us the name of the person who will be the main contact for this application

1. **Email address**
2. **Phone number**
3. **Postal address**

**About your project**

1. **Title of project**

*Character limit: 150*

1. **Please select the category you feel best describes the activities you are applying to fund:**

* Arts events
* Arts R&D
* Audio / video / film
* Conference / exhibition / other non-art events
* Creating / improving a physical space
* Digital resource
* Mapping / archiving
* Publication
* Research
* Workshop / course

1. **Project aims**

Please tell us what you are aiming to achieve through the project. In the next question we will ask you about the details of the activities you will undertake through the project; here we are interested in **why** you are undertaking the project.

**Please ensure that your answer shows clearly how your project relates to the aims of the Lipman-Miliband Trust, which are to support:**

“study and research into socialist ideas and practice and other allied fields and the dissemination of the results thereof to the public, and educational activities that raise public awareness and understanding of struggles and movements for peace, human rights and co-operation and a more equal, diverse, cooperative and democratic society.”

*Character limit: 500, including spaces. This is roughly 80-100 words, but you should use the character count on the screen to keep track of the number of characters.*

1. **Project description**

Please describe the following:

* The activities that will take place
* The expected outcomes
* Any plans for dissemination or communication
* What steps you will take to reach your targeted audiences or communities

Please try to quantify your impact if possible. For example, the numbers that might attend a conference, visit a website or listen to a podcast.

Please ensure your answer shows how your project will **contribute to a process of transformative change**.

*Character limit: 6000, including spaces. This is roughly 900-1200 words, but you should use the character count on the screen to keep track of the number of characters.*

1. **Knowledge and experience**

Please describe the knowledge and experience you and (if applicable) your organisation will bring to the project.

*Character limit: 1400, including spaces. This is roughly 200-280 words, but you should use the character count on the screen to keep track of the number of characters.*

1. **Project start date**

What date will your project start? You can estimate the date if you’re not sure exactly when it will start.

1. **Project end date**

What date will your project end? You can estimate the date if you’re not sure exactly when it will end.

**Budget**

1. **Total amount requested**

Please tell us how much money you are requesting from the Lipman-Miliband Trust. You can request up to £3,000.

1. **Breakdown of costs**

Please provide a breakdown of the costs that you plan to cover with this grant, in as much detail as possible.

If you are applying for the cost of paying people, please provide an outline of their hourly or daily rate for the work.

For example:

Room booking: £300

Web designer fee: £800 (four days @ £200 per day)

**Please ensure that all the costs described meet our application guidelines and that the total expenditure matches the total amount requested in your previous answer.**

1. **Total cost of project**Please tell us how much your project will cost in total. Please include all costs, not just those you are planning to cover with funding from the Lipman-Miliband Trust.
2. **Other sources of funding**If your total project cost is higher than the amount requested from the Lipman-Miliband Trust, please list any other sources of funding.

Please tell us if the funding listed in confirmed or unconfirmed.

**Previous applications**

1. **Have you applied to the Lipman-Miliband Trust before?**

□ Yes

□ No

1. **If your answer to the above question is yes, please tell us the following information about each of your previous applications:** 
   * The date you applied (month and year)
   * The outcome of the application

**Referees**

Please provide contact details of two referees whom the Lipman-Miliband Trust may approach for an evaluation of the applicant individual or organisation’s suitability for funding. Your referees should be people who are familiar with your work *and* who have good knowledge of the type of work you are doing.

Referees cannot be:

* A staff member or volunteer for the organisation applying for funding.
* A staff member or volunteer for an organisation that may benefit from this grant.
* An individual who may benefit from this grant.
* A family member of the applicant.
* Living at the same address as the applicant.
* A direct beneficiary of your work.

Examples of referees:

* A staff member from a current or previous funder.
* A staff member or volunteer from a partner organisation.
* A manager or other senior colleague (if you are applying as an individual).
* A member of a community relevant to your work.

1. **Name of referee 1**
2. **Email address of referee 1**
3. **Phone number of referee 1**
4. **Job title/role of referee 1**
5. **Name of referee 2**
6. **Email address of referee 2**
7. **Phone number of referee 2**
8. **Job title/role of referee 2**

**Safeguarding**

1. **As part of your project, will you be working with or engaging with children (i.e. anyone under the age of 18) or with vulnerable adults?**

You can find more information about the [definition of a vulnerable adult here](https://www.anncrafttrust.org/resources/safeguarding-adults-at-risk-definitions/).

□ Children

□ Vulnerable adults

□ Both

□ Neither children nor vulnerable adults