

The Charles & Elsie Sykes Trust

Guidance for Charity Grant Application Form

Introduction

This document provides comprehensive guidance for charity representatives seeking grant funding. Each section addresses specific questions on the application form, offering explanations and examples to assist you in providing accurate and relevant information.

It is not necessary to read this entire document before proceeding with your application. The application form should be self-explanatory in most cases. However, if you find you require further information in order to answer a question accurately and in the manner intended, this document is intended to provide further guidance and will help maximise your chances of a successful application.

Please note that the numbering here may not follow the numbering on your form, as some questions are hidden depending on how previous questions are answered. Similarly, please do not be concerned if questions described here do not appear on your form.

Organisation Details

1. Name of Charity

Enter the full, official name of your charity as it appears on your registration documents. For example, "Yorkshire Community Support Trust" rather than an abbreviated version or trading name.

2. Is your organisation registered with the Charities Commission, or is an 'Excepted' charity?

- **Registered With the Charities Commission:** Answer yes if you are registered with the Charity Commission for England and Wales, the Office of the Scottish Charity Regulator (OSCR), or the Charity Commission for Northern Ireland or, you are an 'Excepted' charity.

PLEASE NOTE WE ONLY ACCEPT APPLICATIONS FROM CHARITIES REGISTERED WITH THE CHARITY COMMISSION AND THOSE WITH 'EXCEPTED' STATUS

3. What is your registered charity number?

Enter your official charity registration number as issued by the relevant charity regulator:

- For England and Wales: Enter your Charity Commission registration number (e.g., 123456)
- For Scotland: Enter your OSCR registration number (e.g., SC012345)
- For Northern Ireland: Enter your CCNI registration number (e.g., NIC100000) • If you are not a registered charity, please check your answer to question 2 above.

Contact Information

4. Correspondence Name

Enter the full name of the primary contact person for this application. This should be someone who is authorised to discuss the application and can be contacted for further information.

5-9. Correspondence Address

Provide the complete postal address where you wish to receive correspondence regarding this application:

- **Address Line 1:** Building name/number and street (e.g., "Unit 7, Enterprise Centre" or "15 High Street")
- **Address Line 2:** Additional address information if needed (e.g., "Industrial Estate" or "Floor 2")
- **Town:** Town or city name (e.g., "Leeds")
- **County:** County or metropolitan area (e.g., "West Yorkshire")
- **Post Code:** Full postcode in correct format (e.g., "LS1 4DL")

Tax Status

10. Is the organisation resident in the UK for Tax Purposes?

Select "Yes" if your organisation is based in the UK and subject to UK tax regulations. Select "No" if your organisation is based outside the UK. Please select "No" if your organisation is based in Crown Dependencies (Jersey, Guernsey, or the Isle of Man).

11. In which country is your organisation resident for tax purposes?

Enter the country or jurisdiction where your organisation is resident for tax purposes.

12. Tax Identification Number

Enter your organisation's tax identification number:

- Enter the tax identification number used in your country.
- If your organisation does not have a tax identification number enter "Exempt" and be prepared to provide supporting documentation.

Funding Request

13. Amount requested

Enter the specific amount of funding you are requesting in GBP (£), using numerals without commas or currency symbols (e.g., "5000" rather than "£5,000").

14. Turnover/Income per last filed accounts

Enter your organisation's total income as reported in your most recently filed annual accounts, in GBP (£), using numerals without commas or currency symbols.

The turnover figure should represent income only (in accordance with UK Generally Accepted Accounting Practice). It should not represent "net income" or income after expenditure.

If the charity has not yet prepared accounts, please enter "0".

If the charity prepares accounts but is not obliged to file them and does not do so, then please use the figures on the last fully prepared accounts.

If the charity has different funds in its accounts, please include the total income across all funds for the period.

If the charity has more recent results available in draft format but not yet filed, please report the *most recently filed* turnover figure. You will have the opportunity to attach a budget or more recent draft accounts if you wish at the end of the form if you believe these are relevant to the application.

If the charity is part of a larger organisation, the turnover for the accounts of the smallest entity of which the charity is a part, which files its own accounts, should be reported here.

For example:

- A small community charity might enter "45000" for an annual income of £45,000.
- A medium-sized charity with funds which have been restricted for a particular purpose might enter "350000" for an annual income of £250,000 in the unrestricted fund and £100,000 in the restricted fund.
- A church is part of a group of five churches which together operate as a charitable company. The church creates its own budget, has its own bank account, and reports its financial results to the directors of the company, which manage the group of churches as a whole and files accounts for the company. The company considers itself part of a wider church community. The turnover for the charitable company of which the church is a part (but not the turnover of the wider church community) should be submitted.

15. Reason for application

Provide a clear, concise explanation of why you are applying for this grant. Your response should:

- Identify the specific need or issue that the funding will address.
- Explain how the grant will enable your charity to meet this need.
- Connect the application to your charity's overall mission and objectives.

Examples:

- A homelessness charity might write: "To establish a new winter shelter program providing safe accommodation for up to 20 individuals per night in Leeds, supporting our mission to reduce rough sleeping in Yorkshire."
- An arts education charity might write: "To deliver 30 creative workshops for disadvantaged young people in Sheffield, developing their artistic skills and improving their self-confidence in line with our objective to make arts accessible to all."
- An environmental charity might write: "To purchase essential equipment for our community garden project in York, enabling local residents to grow their own food and promoting sustainable living practices."

16. Are you applying for a grant on behalf of a medical charity?

Select "Yes" if your organisation falls into any of the following categories:

- Medical research organisation (e.g., researching treatments for specific conditions)
- Hospice or palliative care provider
- Public health initiative (e.g., health education or disease prevention programs)
- Hospital or medical facility
- Organisation focused on treatment of illness or disease.

Select "No" if your organisation primarily works in other areas such as education, arts, environment, social welfare, etc.

Select "No" if your organisation focuses on enriching the lives of sufferers of an ailment by non-medical or non-palliative (for example, by fulfilling a life-dream of sufferers, or providing them or their carers with a holiday).

Please note that the Trust will not support applications that:

- Should be funded as part of core NHS services.
- That focus on publicity campaigns, in particular mail shots, leaflet distribution or social media campaigns, unless an exceptional need is demonstrated.
- That are connected with vivisection or transplantation of hearts.

17. Please describe, in one sentence, who the main beneficiaries of your application will be.

Provide one clear sentence identifying the primary group of people who will benefit from this grant. Be specific about demographics, needs, or characteristics.

Examples:

- "Children aged 5-16 with learning disabilities in the Bradford area."
- "Isolated older adults (65+) living in rural North Yorkshire communities."
- "Refugees and asylum seekers recently settled in Sheffield."
- "Low-income families affected by food poverty in Doncaster."

The grant may benefit many distinct types of beneficiaries. Please put thought into who your organisation considers to be the **main** beneficiaries, and list only these. This might be different from organisation to organisation.

For example, take a request for a grant to fund a musical performance by disabled children, run by volunteer artists.

- An arts-focussed organisation might consider the audiences to be the main beneficiaries, as they are widening access to and the reach of the form of art that is their objective to promote.
- An educational/development focussed organisation might consider the volunteers to be the main beneficiaries, as they are gaining skills which will permit them to progress in accordance with the framework followed by the charity to achieve its objects.
- A charity focused on improving the quality of life of disabled children would consider the disabled children taking part in the production to be the main beneficiaries.

18. Please describe, in one sentence, the principal way in which the main beneficiaries of your application will benefit.

In one sentence, explain the primary positive impact or outcome that beneficiaries will experience as a result of your work funded by this grant.

Examples:

- "Improved mental wellbeing through weekly therapeutic art sessions."
- "Reduced social isolation through our community transport service enabling access to social activities."
- "Enhanced employment prospects through tailored skills training and mentoring."
- "Increased food security through access to our community food bank and cooking skills programs."

19. Considering your main beneficiaries, how many will be affected by this application?

Provide a realistic estimate of the number of individuals who will directly benefit from the activities funded by this grant.

This should be related to the group you disclosed as your **main beneficiaries** in the question, "Please describe, in one sentence, who the main beneficiaries of your application will be" above.

Be precise where possible and be prepared to explain how you calculated this figure.

Where the grant will benefit individuals for an unspecified or unknown amount of time, look forward no more than 12 months when attempting to answer this question.

Examples:

- A small project might state: "45 young people will participate in the 12-week mentoring program."
- A medium-sized initiative might state: "300 older adults will access our telephone befriending service over one year."
- A larger project might state: "2,000 individuals from low-income households are expected to use the improved facilities next year."

20. Are your beneficiaries based in Yorkshire?

Select "Yes" if all the beneficiaries of your grant application are located in Yorkshire (North Yorkshire, South Yorkshire, West Yorkshire, or East Yorkshire). For these purposes Middlesborough is in North Yorkshire.

Select "No" if the beneficiaries of your grant application are based outside of Yorkshire.

If the answer is mixed, select "Yes" if at least 90% of the beneficiaries are in Yorkshire.

Bank Details

21. Name of your bank

Enter the name of the bank where your organisation holds its account (e.g., "NatWest", "Barclays", "HSBC").

22. Bank Address

Enter the full address of your specific bank branch or the bank's main address for correspondence purposes, including the post code.

23. Name of Account Holder

Enter the exact name of the account holder as it appears on your bank statements. This should match your organisation's official name (e.g., "Yorkshire Community Support Trust").

24. Sort Code

Enter your 6-digit sort code in the format XX-XX-XX (e.g., "40-52-40").

25. Account Number

Enter your 8-digit account number (e.g., "12345678").

Applicant Details

26. Title

Enter your preferred title (e.g., "Mr", "Mrs", "Ms", "Dr", "Mx").

27. Name of Applicant

Enter your full name as the person completing this application.

28. Position

Enter your job title or role within the organisation (e.g., "Chief Executive", "Fundraising Manager", "Trustee", "Volunteer Coordinator").

29. Email Address

Enter your professional email address, preferably one associated with your organisation's domain.

30. Date

Enter the date of application submission in the format DD/MM/YYYY.

Supporting Documentation

31. Trust Checklist

Please upload the completed [Trust Checklist](#) as a PDF or Word document. Ensure all required sections are completed before submission.

A link is provided on the form. If this does not work, please navigate to our website www.charlesandelsiesykestrust.co.uk and download the checklist from there. If the link still does not work, please contact our secretary on 01423 502211 who should be able to assist.

32. Annual Accounts

Please upload the latest filed annual accounts.

These should be complete, including notes, any audit or examination reports and including the Trustee's Annual Report, if your organisation prepares one.

We may reject applications without further consideration where only extracts are provided.

33. Additional Files

You may upload additional documents to support your application. These might include:

- A cover letter
- Detailed project budget or financial forecasts
- Supplier quotes for equipment or services to be purchased.
- Planning permissions or other regulatory approvals
- Letters of support from partner organisations, beneficiaries, or other individuals
- Impact reports from similar previous projects

Ensure all files are clearly named to indicate their contents (e.g., "Budget_YorkshireCommunityTrust_2025.pdf"). Files should be in PDF, Word, or Excel format where appropriate, and each file should not exceed 8MB in size.

Submission Guidelines

Before submitting your application, please:

- Review all responses for accuracy and completeness.
- Ensure all required fields are completed.
- Check that all financial information is consistent across the application and supporting documents.
- Verify that contact details are correct.
- Confirm that all uploaded documents are correctly formatted and readable.

Frequently Asked Questions

Do I need to send in examined and audited accounts with my application and do they need to be dated within the most recent financial year?

Yes, it is important to send these along together with your application otherwise your application will be rejected.

Is there an opportunity to appeal the decision?

No, the decision of the board is final so please do make sure you go through your application carefully and follow our checklist guide to ensure you have given as much information as possible for the board to make their decision.

Are the applications monitored following issue of grant?

Yes, all funds are monitored and a member of the board may visit to assess the success of the Charles & Elsie Sykes Trust charitable donation.

Can I email my application to you?

We no longer accept emailed applications. Please submit your application online using our [form](#), as this allows us to streamline our grant assessments, and guides you through providing the information we need to assess the application, thus maximising your chances of success.

How do I know whether I have given enough, or the right information with my application?

You can download a checklist [on our website](#) which will guide you through exactly what should be enclosed with your application, together with giving you details of where to send it.

How is my data collected and stored by the Trust?

Please read the Trust's Privacy Policy which can be found [on our website](#) to find out how your data will be processed by the Trust.

When do the Trustees meet?

The Trustees meet four times a year at the beginning of March, June, September, and December.

When is the deadline for applications?

The deadline for each meeting is the last Monday in January, April, July, and October. Your application will be considered at the meeting following that date.

When will I find out if my application has been successful?

You will receive a letter, whether or not your application has been successful, at the end of the month of the meeting at which your application was considered.

What happens if I miss the deadline for a meeting?

If you miss the deadline for one meeting then your application will be considered at the following meeting.

We are not based in Yorkshire; can my charity still apply to the Trust?

In order to be eligible for consideration by the Trustees your charity should be based in Yorkshire or benefit Yorkshire directly. If your application relates to a medical research project then the Yorkshire requirement does NOT apply.

Further Questions

If you have any questions about completing the form which have not been answered by this document, please contact our administrator at [Ms Helen Hawley](#) or call 01423 502211.