# 

Small Grant Application Form

V6, February 2023

This application form is for projects seeking less than £3,000 in total. It can be used to request up to 3 year’s worth of funding, so long as the total budget is under that amount.

We can accept applications throughout the year, and aim to make a decision within 3 months of receipt of an application. If you let us know a request is urgent we will try to process the application more quickly, though this might not always be possible.

For projects seeking more than £3,000 please contact the Programmes Manager at [applications@futuredharma.org](mailto:applications@futuredharma.org) or see our website for information about our Major Grants programme.

## 

## Section 1 – Project Summary

**1.1 Project title:**

**1.2 Organisation name:**

Address:

Website (if you have one):

Charity registration number (if you have one):

**1.3 Key contact(s):**

Telephone number:

Email:

**1.4 How much money are you applying for each year?**

**1.5 When do you need the money by?**

**1.6 Duration of project:**   
*How long is the funding for?* *Will you be requesting money again in later years?*

## Section 2 – Vision and Outcomes

**2.1 Overall vision and purpose of project**:

*What is the vision of the project and what is the future that you are working towards? Is this to sustain existing work, develop existing work or to fund a new project?*

**2.2 Current activities:**

*Please summarise any activities already happening; for example, the number and type of activities, the number of people attending, benefiting, or involved, and how much preparation for this project has already been completed.*

**2.3 Intended outcome(s) from this funding:**

*What specific aims are you trying to achieve with this project, which would be directly supported by this money? Please give more than general statements, what are your specific goals, targets or objectives that are going to be made possible with this money?*

**2.4 Timeline:***Roughly when are you aiming to complete each part of the project? Are there some tasks which need to be addressed first for the project to work? Have you prepared for something being delayed or not going to plan?*

**2.5 Those who will benefit***2.5.1 How many people do you think might benefit from your project annually?*

*2.5.2. Will the people benefitting from your project mainly be Order Members, Mitras, friends, newcomers or another group? How will people in these group(s) benefit from your project?*

**2.6 Challenges:***What things are you expecting might go wrong or not go to plan? How have you prepared to overcome these potential problems?*

## Section 3 – Project Planning and Delivery

**3.1 Need for this project***What evidence is there for the need for this project? How have you included those you seek to benefit and considered their views in planning the project? How do you know that this situation is best served by this type of project? Have you considered if another type of project might be more effective?*

**3.2 Coordination***How have you considered the views of other projects and bodies in your region or area? For example, any centres which will be involved or affected, local Area Councils or Area Movement Assemblies, or any other projects in your region that are likely to be affected. Were any issues raised, and how did you address them in planning the project?*

**3.3 Team***Briefly outline the experience and skills of those involved with the project. Have they been successfully involved with other projects like this one?*

**3.4 FutureDharma Support**

*Support from funded projects is very important to help us raise more money, and to let existing supporters know what their money is being used for. Can your project help us in some or all of the following ways?  
  
1) Acknowledging supporters generosity, such as (but not limited to) including the FutureDharma name, logo and web address (*<http://futuredharma.org/give>*) on your project’s emails, websites, social media posts, books, videos etc.*

*2) Producing a short video story about your project which shows some of the people who are benefiting from it.*

*3) Offering to host a FutureDharma fundraising appeal in your local situation*

*4) Offering to send out an appeal email to your contacts with a cover note.*

*5) Do you know of other ways in which you could help us?*

## Section 4 – Budget

**4.1 Budget** *Please itemise the costs of the project, making reference to your aims and the activities listed in ‘2.3. Intended outcome(s) from this funding’:*

**4.2. Alternative Funding**  
*Are you asking FutureDharma for the whole amount you need? What other sources of funding have you explored? Have you tried to develop fundraising capacity in your own team this year?*

*If your project is part of a larger organisation (e.g. a Buddhist centre or charity), please provide us with your most recent management financial accounts for that organisation.*

**4.3 Partial funding priorities:***Do you need full funding to start the project? If only some of the money were available, would you still be able to achieve something, and what parts of the project would you focus on? How much money would you need just for these parts of the project?*

## Section 5 - Safeguarding

*In order to comply with the Charity Commission for England and Wales’ requirements FutureDharma Fund needs to be satisfied that your project has adequate safeguarding policies and procedures for children and adults in place at the time we make an award. If you have policies and procedures already in place you can send them to us with this form. If you are still developing safeguarding procedures for your project then you can still make your application, but if the application is successful your funding may be delayed until you have provided the information. These requirements are for all projects, both those within the UK and internationally.*

**5.1 Are you attaching your safeguarding policies and procedures for children and adults with your application form?**

**5.2 If your safeguarding policies and procedures for this project are still in development, when do you think they will be available?**

If you need any assistance with the developing safeguarding policies, procedures or codes of conduct please visit the Triratna Safeguarding Team’s webpage. You will find the latest model policies and codes of conduct there that you can adapt for your project or organisation. If you have any questions about safeguarding for your project and your application, please contact the Programmes Manager at [applications@futuredharma.org](mailto:applications@futuredharma.org)

## Section 6 – Other Information

**6.1 Is there anything else you would like to tell us about your project?**

Please complete this application form **in seven pages or less and send in a word format or similar (no pdfs please)** to the Programmes Manager at [applications@futuredharma.org](mailto:applications@futuredharma.org).

We are able to support you in completing this application form or developing your project plan if you contact us on the above address. Projects which involve us early in their development are usually more successful in their applications, as we can direct them toward some of the considerations looked for by the FutureDharma Fund trustees.

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