**Application Form**

**Before completing this application form, please note:**

The Alec Dickson Trust supports volunteering or community service projects **in the UK only** organised and run by people **under 30 years old**. Please refer to <http://www.alecdicksontrust.org.uk/apply/funding/> for further guidance and top tips, including information on our funding criteria and types of project we do/don’t fund.

Please note we **do not** fund overseas trips or gap year projects. We don’t normally fund uniforms, equipment or training for personal benefit (e.g. university course fees, training fees, laptop for an individual) or direct expenditure for a fundraising event (such as venue hire).

The Alec Dickson Trust will use your data to communicate with you in the ways you have agreed to and outlined in this application, and in accordance with our Privacy Policy. We may use your data for administrative purposes. We may also analyse your data and obtain further data about you and your preferences from publicly available and other sources.

To opt out of communications or the ways in which we process your data at any time, please contact the Trust, addressing your email to the Public Relations and Communications Committee at alecdicksontrust@gmail.com.

For full details, please refer to our Privacy Policy, available online. Our Privacy Policy will inform you how we use your data.

**All sections of this application form must be completed** – ineligible or incomplete forms will not be accepted.

**YOUR DETAILS**

Please provide us with the contact details you are happy for us to use to communicate with you regarding your application and project.

|  |  |
| --- | --- |
| **Name:** |  |
| **Date of birth:** |  |
| **Age:** |  |
| **Telephone:**  |  |
| **Email:** |  |
| **Where did you hear about the Alec Dickson Trust?** |  |

**YOUR PROJECT**

Project Details

|  |  |
| --- | --- |
| **Project Title:** |  |
| **Project Location:** |  |
| **Project Start Date:** |  |
| **Project End Date:** |  |

|  |
| --- |
| 1. We support young people who run projects that benefit disadvantaged communities and individuals. **What need in your community does your project aim to address? (150 words max.)**  |
|  |
| **2. What are the main activities of your project? (300 words max.)** |
|  |
| **3. How will your project address the need you have identified? (150 words max.)** |
|  |

|  |
| --- |
| **4. How would a grant from the Trust help you to deliver your project? (150 words max.)**  |
|  |

**5. How many volunteers will you involve in the project and what will they do? Where possible, please list the age and role of the volunteers. Please do not list the volunteer’s names. (150 words max.)**

**Please note that the majority of the volunteers MUST be under 30 years’ old.**

(To add another row to the table, click outside the table at the end of the last row and press ENTER).

|  |  |  |
| --- | --- | --- |
| **Volunteer age**  | **Number of volunteers**  | **Role in the project *(e.g. Marketing Officer)*** |
| Under 10  |  |  |
| 10-15 |  |  |
| 15-20 |  |  |
| 20-25 |  |  |
| 25-30 |  |  |
| Above 30 *(please note that we are set up to fund projects run by under 30s, but sometimes allow some volunteers involved to be above 30, recognising the need for adult supervision)* |  |  |

|  |
| --- |
| **6. What is your role in the project? (50 words max.)**  |
|  |
| **7.** We fund projects that support and encourage youth volunteering. How does your project support youth volunteering and encourage young people to stay engaged in volunteering in the long term? **(150 words max.)** |
|  |

**FUNDING YOUR PROJECT**

**How much funding are you seeking from the Alec Dickson Trust (up to a maximum of £500):**

|  |
| --- |
| **£**  |

Please provide a budget of how the funding will be spent (see example below).

**Example budget:**

|  |  |  |
| --- | --- | --- |
| ***Item*** | ***Supplier*** | ***Cost*** |
| *1 Sandwiches for volunteers* | *Tesco* | *£85.50* |
| *2 Train travel for volunteers* | *Virgin Trains* | *£174.60* |
| *3* |  |  |
|  |  |  |
| ***Total grant requested*** |  | ***£260.10*** |

**Your budget:**

|  |  |  |
| --- | --- | --- |
| **Item** | **Supplier** | **Cost** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
|  |  |  |
| **Total grant requested (up to a maximum of £500 grant)** |  |  |

**Have you received money from elsewhere? (Please put an X in the relevant box)**

Yes [ ]  No [ ]

If yes, please give details below of where the money came from and how much you received.

|  |
| --- |
|  |

**When is your project taking place and when do you need the funds by?** (Please provide the exact dates of your project if possible):

|  |
| --- |
|  |

NB: Please refer to <http://www.alecdicksontrust.org.uk/> for guidance on the application process, including a timeline of when you can expect to receive your funding, should you be successful.

**If your application is successful, the Alec Dickson Trust will send a cheque for the grant value the trustees have agreed. Please detail below the individual or organisation that the cheque should be made payable to. Please include their full name, contact details, position and relation to you and/or the project.**

|  |  |
| --- | --- |
| **Name of individual or organisation the cheque should be written for:**  |  |
| **Contact name** (if different from page 1)**:** |  |
| **Position:**  |  |
| **Full postal address:** |  |
| **Best contact telephone number / email address:**  |  |
| **Relation to you / the project:**  |  |

**YOUR REFEREE**

Please give the details of someone who works in a professional capacity (i.e. not a friend or relative) who will be able to support your application. You must have known your referee for at least one year. Your referee should be somebody who is i) not involved in your volunteering or community service project; and ii) not part of the organisation which is seeking funding for this grant.

Please note that when we contact your reference your personal details and details about your project or application may be disclosed.

|  |  |
| --- | --- |
| **Their name:**  |  |
| **Their full postal address:**  |  |
| **Their email address:**  |  |
| **Their telephone number:**  |  |
| **How do you know them?**  |  |

**PROMOTING THE ALEC DICKSON TRUST**

The Alec Dickson Trust would like to use successful projects to promote its work and inspire other volunteers. Please use our @ad\_trust Twitter to promote your work on social media. Furthermore, upon completion of your project, we would love to hear how the project went so please complete our case study form and send it to us. Please let us know if you would not like the case study to be published on our website and be aware that this can be seen by in the European economic area/ worldwide.

Please email your completed application form to alecdicksontrust@gmail.com

Thank you.