**abrdn Financial Fairness Trust Grant Application Form**

*Your application form must not exceed* ***five A4 pages*** *in total.*

Please email the completed application, in Microsoft Word format (please do not send as a PDF), to applications@financialfairness.org.uk

*- The guidance notes in italics should be deleted from the final form.*

*- The form must be written in Arial, font size 12. Please do not use any other font or size.*

*- Do use white space, bullets and standard margins, as this makes it easier for us to read.*

*- Please write in clear English, avoiding jargon and technical language.
- Do not add in logos, cover pages, footnotes/endnotes, hyperlinks, bibliographies.*

Your outline application needs to provide all of the information below in one document, using the headings listed (text in italics is for guidance only and can be deleted):

**1) Organisation name, address and website**

**2) Lead applicant’s name, job title, email address and telephone number**

*This is the name of the person leading this application*

**3) Year organisation established**

**4) Organisation’s legal status**

*For example, are you a registered charity, company limited by guarantee?*

**5) Number of trustees/directors on governing board**

*Please state the total number and how many are non-executive*

**6) Project summary**

*In no more than 40 words summarise the project you are applying for.*

**7) Organisation summary**

*This is an outline of your work including your aims, main activities, track record and recent achievements, including the difference your work has made. Maximum 400 words*

**8) Annual accounts**

*Please provide an electronic link to your latest annual accounts. If this is not possible please attach this document when submitting your outline application.*

**9) Funding programme**

*Please state the funding programme you are applying under: Income, Spending or Assets. Choose one main programme.*

**10) Project need**

*What is the issue you are seeking to address? Why is it important? Why is there a need to address this now? Who else is working on this issue and how are you working with them? Don’t take up space explaining the general issues you are addressing and assume we have some understanding of the field in which you are operating****.*** *Maximum 300 words.*

**11) Project summary**

*This is an outline of the work you are seeking funding for. It should be clear what the aims and objectives of the work are and what you intend to do, including the main activities and outputs. You should be clear how the work is strategic. What is different about your approach? How does it involve and engage the intended beneficiaries? Why do you think your approach will work? Does your organisation have the skills, experience and capacity to undertake this work? If you are applying for research, please outline your methodology. If this is a partnership application, outline who your partners are and what they will do. Maximum 600 words.*

**12) Project outcomes**

*Outline no more than three key outcomes (the difference you hope to make) by which your work will be measured – please make sure these are outcomes you can realistically measure. Outline your dissemination and influencing strategy, including who your key audiences are.**Maximum 200 words.*

**13) Timescale**

*How long do you expect the work to take and when is your planned start date.*

**14) Budget**

*You should set out in table form the funds you are requesting, with a breakdown by year, itemising individual salary costs (please specify the posts for which you are seeking funding/part funding and give the breakdown for employer’s National Insurance contributions and pension), project costs and any other related costs. Please do not give day rates, unless this is for short-term consultants. If the funding is for existing staff, please give their job title and the name of the person in the post.*

**15) Amount requested**

*How much are you seeking from us for each year of the project? If you are applying to others, state who they are and how much is being sought.*

*Please refer to pp. 15-16 of the Funding Guidelines for further information on completing these items.*