

Small & Capital Grants Application Guide

1. Organisation Details
2. Applicant Details
3. Type of Grant & Project Summary
4. Need and Outcomes
5. Budget & Funding
6. Final Notes & Declarations

1. Organisation Details

Organisation name:

Organisation Type:

Registered Charity Number (if applicable):

Registered Company Number (if applicable):

Applicant Group:

Organisation's postal address:

Postcode:

Website address:

Social media handles:

Number of employees (FTE): [?]

Number of Trustees/Directors/Board Members: [?]

Number of volunteers if applicable: [?]

Are there at least three unrelated people on your board?

Does your organisation hold a valid bank account with at least two unrelated signatories?

Theme of your project: [?]

Next >

This document outlines all the information required to apply for a Small Grant or Capital Grant from Talbot Village Trust. Where additional guidance may be helpful, we've included notes throughout.

If anything is unclear or you would like further support, please don't hesitate to contact us at info@talbotvillagetrust.org or visit our [FAQ page](#) for more information.

Applicant groups to choose from: Education, Faith, Community and Youth.

Number of employees FTE "Full-Time Equivalent" is a way to measure employee hours as a proportion of a full-time post (usually between 35–40 hours p/w)— e.g. someone working half the full-time hours is 0.5 FTE)

We require that there are at least **three unrelated individuals** on your board with legal responsibility; e.g. trustees, directors or board members.

Number of volunteers (if any) excluding trustees.

Theme of the project e.g. loneliness, mental health wellbeing, young carers, play, nature, community facilities etc.



1. Organisation Details
2. Applicant Details
3. Type of Grant & Project Summary
4. Need and Outcomes
5. Budget & Funding
6. Final Notes & Declarations

2. Applicant Details

This section is about **you as an individual** including your role in the organisation.

First name:

Surname:

Position in the organisation:

Phone number:

Email address:

Where did you hear about our grant programme?

< Back

Next >

3. Type of Grant & Project Summary

Which type of grant are you applying for?²

Small Grant – turnover under £250,000; up to £5,000; no matched funding required.

Capital Grant – capital items totalling over £10,000; minimum 25% matched funding required (if applying for a specific stage of a wider project, please provide more detail and a budget breakdown in Part 5 of this application).

If you want to apply for both programmes, please fill in two separate forms.

—Please choose an option—

Project title or summary (up to approx 16 words /100 characters):

Project description (up to approx 250 words / 1500 characters):

Project beneficiaries (tick all that apply):

- ☐ Children and young people (under 25)
- ☐ Older people (including those living with dementia)
- ☐ General urban / suburban community
- ☐ Isolated or geographically marginalised / rural communities
- ☐ People living with disabilities (physical, sensory, learning)
- ☐ People living with or at risk of poor mental health
- ☐ People living with or in recovery from addiction issues
- ☐ People who are neurodiverse
- ☐ LGBTQ+
- ☐ Refugees and people seeking asylum
- ☐ People with experience of, or at risk of involvement in, the criminal justice system
- ☐ People with experience of, or at risk of, abuse or exploitation
- ☐ People with experience of, or at risk of, homelessness
- ☐ People experiencing poverty, financial hardship or food insecurity
- ☐ Unemployed people or those facing barriers to work
- ☐ Other (please specify)

If "Other", please specify:

Is your project beneficiary type:

Targeted: e.g. specific people via referrals or social prescribing or other invitations

Not-targeted / Universal e.g. general community activities promoted widely

—Please choose an option—

Location of the project's beneficiaries (multi-choice):

- ☐ Bournemouth
- ☐ Christchurch
- ☐ Poole
- ☐ Purbeck
- ☐ East Dorset

How many people will benefit from your project? (over a 1-year period):

—Please choose an option—

When will your project start? (Must begin after Trustees' decision - please check the dates on our website)

e.g. month or season

Duration:

e.g. 6 months

Key deadlines (if any):

< Back

Next >

This page is about the **key elements of the project** and the type of grant you are after.

Choose between Small Grant and Capital Grant.

Small Grants can include core / operating costs, project costs, small capital items e.g. equipment, minor repairs)

Capital Grants only include capital items with total value over £10,000 (this can include multiple items of a lower value if the total is over £10,000). Please refer to [FAQ page](#) if you have any questions.



1. Organisation Details 2. Applicant Details 3. Type of Grant & Project Summary 4. Need and Outcomes 5. Budget & Funding 6. Final Notes & Declarations

4. Need and Outcomes

What are the desired outcomes of the project?*(up to 900 characters):

How have you assessed the need for this project?*(up to 900 characters):

How will you assess the impact of the project once completed?*(If you are applying for a capital project, please explain the long-term impact the asset will have (up to 900 characters):

Have you delivered a similar project before?*(If yes, please share any key insights or learning (up to 750 characters):

< Back

Next >

Please complete all questions in this section.

Outcomes are not your activities, but the difference your project is going to make.

For guidance, please refer to our [FAQ page](#) (section 2. Filling in your application).

5. Budget & Funding

Total estimated cost (£):*

Amount requested from Talbot Village Trust (£):

Monies raised so far (from other funders or internal reserves) (£):*

Source(s) of funds raised so far (if any):*

Capital Projects Only

If your request relates to a building, who owns it?

If renting, what is the length of lease/licence?

How will the asset be maintained and insured?

When do you expect to draw down funds? (estimated month/quarter)

Expected lifespan of the capital item (in years):

This section will only appear if you have previously selected a "Capital Grant".

< Back

Next >

6. Final Notes & Declarations

In this final section, please tell us anything else you feel would be important to know. We also require the following documents:

- Constitution (or governing document)
- Your most recent accounts
- Your safeguarding policy and a budget sheet.
- Additionally, if you are applying to the Capital Grant Programme, please attach relevant quotes.

If there is anything else we should know when processing your application, e.g. potential conflicts of interest or particular risks, or links to videos you wish to share, please let us know here? (up to 900 characters):

Upload: Constitution / Governing Document (Max 3MB Permitted Filetypes: pdf, doc, docx)

Choose File

No file chosen

Upload: Most recent Accounts or Financial Statement (Max 3MB Permitted Filetypes: pdf, doc, docx, xlsx, xls)

Choose File

No file chosen

Upload: Budget document (Max 3MB Permitted Filetypes: pdf, doc, docx, xlsx, xls)

Choose File

No file chosen

Upload: Safeguarding Policy (Max 3MB Permitted Filetypes: pdf, doc, docx)

Choose File

No file chosen

Upload: Other supporting documents eg. capital quotes, impact report, case studies, planning consent, architects plans etc. (Up to 6 files, Max 8MB total. Permitted Filetypes: pdf, doc, docx, xls, xlsx, jpg, jpeg, png, webp, gif, pptx, ppt).

Drag & Drop Files Here



0 of 10

- ☐ I have uploaded a Constitution/Governing Document (required)
- ☐ I have uploaded the Most recent accounts or draft financial statement (required)
- ☐ I have uploaded a simple budget document (required)
- ☐ I have uploaded our Safeguarding Policy (required)

- ☐ I have uploaded capital quotes (if applicable)
- ☐ I have uploaded additional supporting documents (e.g. impact report, case studies) (if applicable)

- ☐ I confirm the information provided is accurate (required)
- ☐ I understand that if awarded funding, I will be required to submit an end-of-project report (required)

Submit Application

< Back

This final page gives you the opportunity to **share any additional information** you think we should know. Highlighting key details here will help us better support you moving forward.

The first four files are **mandatory** for submission: your **constitution or governing document, safeguarding policy, most recent accounts (or a financial statement for new organisations), and a project budget**. Applications cannot be submitted without these attachments.

This section allows you to upload **any additional documents**, particularly for capital applications. You're also welcome to include case studies, surveys, testimonials, or any other supporting materials.