The Henry Smith Charity

founded in 1628

Christian Projects 2025

Sample Application Form

Christian Projects: Application

- Word version -

Henry Smith accepts applications and reports via an online portal. The links are on our webpage. This template is a downloadable Word version to help you prepare your application and report; you can NOT submit this version.

The Report is divided into these sections:

Welcome

We want to make it easy for you to fill in this application form. Here are some tips to help you get started:

- Before you start, please read the Christian Projects Grant Programme's guidelines.
- You can download a sample application from our website to help you plan your application.
- At the top of each tab, you will find tips to help you answer the questions.
- You can add your colleagues to work on the same form by clicking "Manage Applicants" in the top-right corner. You can find a step by step guidance here.
- When you see '*' next to a question, it is mandatory.
- You can change the size of the text boxes to see the entire text. You do this by left-clicking on the symbol in the bottom right corner and dragging the box until it is the size you want.
- You can find frequently asked questions for this grant programme on our website.
- We ask you not to include diagrams or tables when answering the questions. They will not be included when you submit your form.
- Throughout the form, we ask that you avoid using real names or information that could identify individuals other than the main contact(s).
- The form saves your work automatically as you work, so you can start the form and continue another day as needed.

Your Organisation

In this tab, please provide some basic information about your organisation and how we can contact you.

What we are looking for: We want to get to know your organisation.

About the organisation applying

1.1 Name of the organisation*

Legal name if different from 'Name of the organisation'

Organisation telephone

Address of the organisation*

Website

Organisation Email Address

Date when the organisation was established*

Type of organisation*

Select from drop down

Charity number

Company number

[If Type of organisation is not a charity or charitable company]

Provide details of your charitable structure, aims and objectives.*

Your organisation must have charitable aims and objectives to be able to apply to us.

1.2 Tell us about your organisation and what services you provide. Include details about your day-to-day work.*

Max 300 words

1.3 Describe the needs and characteristics of the people you work with. Include how your work addresses these needs and explain how people learn about you and your activities.

Max 500 words

1.4 Add the number of staff, volunteers and individuals/families you work with today for the whole organisation.

Staff (full-time equivalent)*

Add up all the hours worked by your paid staff — full-time, part-time, and seasonal. Then divide that number by 35.

Volunteers*

Count the number of people who provide services or help run the organisation without payment or compensation. Do not include Trustees or individuals who assist with fundraising.

<div style="border:1px solid #ccc; height:1.5em;"></div>

Beneficiaries*

Add the number of unique individuals (or families) benefiting from your work. Don't include indirect beneficiaries from the wider community.

<div style="border:1px solid #ccc; height:1.5em;"></div>

[If you cannot provide the beneficiaries as requested:]

Explain how you calculated project participants. Clarify how your method differs from our request.
Max 100 words

<div style="border:1px solid #ccc; height:1.5em;"></div>

1.5 Upload your organisation's most recent audited or independently examined accounts. If your accounts are over 10 months old, upload your draft accounts or your management accounts.*
You can only submit one document. If you submit more than one document, only the latest document is added.

Upload document

1.6 Add the key information from the uploaded accounts above.

Financial year-end date*

<div style="border:1px solid #ccc; height:1.5em;"></div>

Income*

<div style="border:1px solid #ccc; height:1.5em;"></div>

Expenditure*

<div style="border:1px solid #ccc; height:1.5em;"></div>

Net Current Assets & Investments*

<div style="border:1px solid #ccc; height:1.5em;"></div>

The contact details

1.7 Add the details for the main contact person of this application.*

Include: Name, Email, Job title and phone number

Your Funding Request

In this tab, we ask that you provide us with more details about the work you plan to do if the grant application is successful.

What are we looking for: A clear understanding of your planned work and its impact

The Project

2.1 What type of grant are you applying for?*

Project costs are the expenses needed to carry out a specific project. This can include staff pay and activity costs. They might also include some day-to-day costs of your organisation.
Running costs are the general costs of running your organisation, as long as they fit with our programme rules.
For churches, we only fund project costs — not running costs.

Options: Project costs and running costs

2.2 Give us a summary of what are you seeking funding for?*

Max 200 words.

2.3 What are the activities, services and outputs you are planning to provide?*

If applying for running costs, give a general overview of your main services. Include: Types of activities, who delivers them, how long and how often they run, where and how they're delivered and how many people you'll support each year.
Max 1,000 words.

2.4 How do you know this work is needed?*

Tell us how you know this work is needed. You can share things like community feedback, results from past projects, research by others, or what you learned from a trial or pilot. Also include what results have you seen from similar work you've done before?
Max 1,000 words.

2.5 Where will the work take place?*

Select from drop-down

Tell us more.
If you work in a specific borough or council.

2.6 How many people will be impacted by what you are seeking funding for?*

Only count the individuals and/or families you expect to support directly. Don't include the wider community unless they're your main focus.

2.7 When do you need this funding to start?*

We can only fund activities in the future, not activities that have already happened.

2.8 Do you need to recruit new staff to carry out this grant?*

Options: Yes and No

[If 2.8 is yes]

What is the title of the Job?

[   ]

Please upload the job description(s) if this grant covers salary costs (new or existing).

Your Experience

2.9 Is this type of work new to your organisation?*

Option: Yes and No

2.10 Why is your organisation the right one to deliver this project?*
Tell us about the skills and experience your team has to deliver the project successfully.
Max 500 words.

[   ]

The Impact

2.11 What real-life changes or improvements do you hope this funding will achieve for the people you support with this grant (Outcomes)?*
Explain the short- and long-term changes you expect to see in people's lives. Include numbers and, if possible, personal stories—like how many people you'll help and how it will improve their wellbeing.
Max 500 words

[   ]

2.12 How will you monitor and evaluate the work you'll deliver with this funding?*
Include how you will know if it is successful, and to what extent you will track progress monthly and review outcomes annually. Tell us how you'll track both numbers (e.g. how many people helped) and personal progress (e.g. feedback or stories).
Max 750 words

[   ]

2.13 Explain how your work aligns with the goals of our Christian Projects Grant Programme.*
You can find the full details about the programme here.
Max 300 words

[   ]

The Budget

Now that you've told us what you are seeking funding for, please provide details about the budget.

What are we looking for: Understanding the project budget as a whole not just the grant you are seeking from us

Budget

3.1 How many months are you requesting a grant for?*
If you are requesting a one year grant please enter 12. Please talk to us if you want to apply for more than three years.

3.2 How much are you requesting from us per year?*

Only provide the total amount you are requesting in each year from The Henry Smith Foundation.

3.3 How much are you requesting from us in total?*

Calculated from 3.2.

3.4 What is your total amount needed to fully fund this work/service?*

This is the total amount you need to cover all activities and running costs for the period you mentioned in question 3.1. If you're asking for running costs, include your whole organisation's budget.

3.5 How much of the total amount have you secured so far?*

Include the total amount secured, not pending applications.

3.6 Upload a full budget.*

You can only add one document, if you add more than one document only the latest document will be submitted.

Upload document

3.7 List any other funding you've applied for (or plan to apply for) to support this work.*

We expect you to look for other ways to fund this work, including from local and regional funders. If that's not possible, please explain why.
Max 275 Words.

[If 2.9 is yes]

3.8 How is your project currently funded and when does this funding end?*

Max 275 Words.

Safeguarding

In this tab, we ask that you tell us more about your plans for safeguarding.

4.1 Pick ALL the statements that show how your organisation handles safeguarding.*

Select one statement at a time.

Options: None of the below, Our staff, volunteers and trustees get relevant training for their role, We have a Safeguarding Policy, We have a Designated Safeguarding Lead or equivalent, Our Board (or equivalent) regularly discuss safeguarding, Relevant DBS/PVG/AccessNI checks are carried out as appropriate for staff, trustees and volunteers Other and Submit

4.2 Upload relevant policies/procedures/guidance, outlining your practices for Safeguarding.*

<div style="text-align: center; background-color: #d3d3d3;">Upload document</div>

Other and Submit

In this final tab, we will ask you to answer some optional questions to help us improve. Before submitting, you will also be asked to agree to our data protection statement.

Additional information

5.1 Do you want to tell us anything else about your work or the organisation?
Max 300 words

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5.2 Where did you find out about this grant programme?

Options in drop down

5.3 Do you have any feedback for us?
For example: Was the guidance clear? Did you have any technical issues while filling out this form? Did you have any questions that you couldn't find answers to on our website?
Max 300 words

Data protection

4.3 Do you agree with the below statements?*
- I have read and agree to the Data Protection Statement
- I have received permission to share the personal information of all individuals named in this form
Select from drop-down

Options: Yes or No

Henry Smith Charity Data Protection Statement

We process all personal data provided to us in this form for the purposes of assessing your application, managing or monitoring any grant awarded and any related administration or research purposes in accordance with our privacy policy, a copy of which can be viewed here.

Third party data

No personal data concerning third party individuals should be included within your form without their explicit knowledge, and informed consent, that this information will be shared with the Henry Smith Charity and potentially other grant makers.

Any additional excessive personal information will not be considered and immediately deleted. Can we please, therefore, ask that you do NOT include details of named or identifiable individuals apart from key contacts, for example, their job title, connection to your organisation, physical attributes or other descriptions, either in details of beneficiaries aided, case studies provided, or in any other information. Should you have particular reasons why such information should be provided to us, please contact us before sending us the information.

Collaborating with other Grant Makers

We reserve the right to disclose non-personal information, regarding your application, activities and organisation, to other grant makers unless you expressly request otherwise. No personal data will be shared with other grant makers for this purpose.

Detection of fraud

We reserve the right to share personal information to detect and prevent fraud and do not require your consent.