

# Holiday Grants 2025

# Sample Application Form

# Please do not attempt to fill in this form - this document is a sample application form and contains the help text that accompanies our online application form for the Holiday Grants Programme.

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| **Welcome** | Your Organisation | The Funding Request | The Budget | Safeguarding and Risk | Other and submit |

# Welcome to the Holiday Grant Programme application.

To start, click the **'Next'** button at the bottom right of this page or use the tabs above. Click **'Sign & Submit'** after providing all the information.

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| 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 [**Holiday Grant Programme's guidelines.**](https://www.henrysmithcharity.org.uk/explore-our-grants-and-apply/holiday-grants-for-children/holiday-grants-for-children-funding-guidelines/)
* You can download a [**sample application**](https://www.henrysmithcharity.org.uk/explore-our-grants-and-apply/holiday-grants-for-children/holiday-grants-for-children-funding-guidelines/) 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 application by clicking "Manage Application" in the top-right corner. You can find a step by step guidance[**here.**](https://webfiles-sc1.blackbaud.com/files/support/helpfiles/grantsconnect/content/gc-applicants-collaborators.html)
* When you see a '**\***' next to a question, it requires information.
* You can change the size of the text boxes by expanding them; look for this symbol in the bottom right corner .
* You can find[**frequently asked questions**](https://www.henrysmithcharity.org.uk/explore-our-grants-and-apply/holiday-grants-for-children/holiday-grants-for-children-faqs/) for this grant programme on our website.
* We review applications based on the information provided in the form, so you do not need to send additional documents.
* Please do not include diagrams or tables in answer to the questions. They will not be included when you submit your form.
* Throughout the application, we ask that you avoid using real names or information that could identify individuals other than the contact(s).
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If you have any problems or questions, please don't hesitate to[**contact us.**](https://www.henrysmithcharity.org.uk/contact-us/)

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| Welcome | **Your Organisation** | The Funding Request | The Budget | Safeguarding and Risk | Other and submit |

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

**What we are looking for:** We are looking to gain an understanding of your organisation.

## About the organisation applying

1.1 Name of the organisation **\***

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| Please provide the name of your organisation as it is generally known. |
| Address of the organisation **\*** |  | Website address  |
| Start typing to search for an address |  |  |
| Legal name |  | Telephone |
| Type the legal name if not the same as above.  |  |  |
| Type of organisation **\*** |  | General email |
| Select from drop-down |  |  |
| Charity number |  | Company number |
| If applicable |  | If applicable |

1.2 Tell us about your organisation.**\***

If you’re a school, let us know the size of your school, where it’s located, and anything special you focus on or do. If you’re a community group, tell us what your group does, the activities you run, and how long you’ve been going. You don’t need to explain the specific communities you work with here – there’s a question about that later. Max 300 words.

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|  |

1.3 Upload your organisation's most recent audited or independently inspected accounts or your latest school inspection report.**\***

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

## The contact details

1.4 Add contact information.**\***

This is the contact that will get emails form us going forward. You add a name by clicking 'add new' in the top right corner of the table.

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| Welcome | Your Organisation | **The Funding Request** | The Budget | Safeguarding and Risk | Other and submit |

In this tab, we ask that you provide us with more details about your planned trip.

**What are we looking for:**  Clear information about the destination, travel dates, and trip duration. Ensure you let us know what the group hopes to gain from the experience. We are interested in trips that offer enjoyable and new experiences that children may not have access to otherwise, especially those that expand their horizons and allow them to explore new environments. We also want you to provide us with data, statistics, and other vital information to help us understand you and your local community.

## Your trip

2.1 Provide details of where the trip will take place.\*

Max 300 words.

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|  |

2.2 What challenges do the children you work with face, and how do these challenges affect their daily lives? **\***

Be as specific as possible about the group of children this trip is for. Think about the specific difficulties faced by the children you work with (e.g., poverty, living in disadvantaged areas, limited opportunities). You can include examples of how these challenges impact their education, wellbeing, or social opportunities. Max 300 words.

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2.3 How will this trip provide fun or new experiences for the children, given the challenges you described?**\***

Describe how the trip will offer fun, enjoyable, or exciting experiences for the children. Think about how these experiences relate to the challenges you described in the previous question. Max 300 words.

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2.4 When will the trip take place?**\***

If this date hasn't been formally agreed yet please provide an approximate date

|  |  |  |
| --- | --- | --- |
| Start day on the trip **\*** At least five weeks after submission. |  | End day on the trip **\***For a day trip the start and end date should be the same. |
| DD/MM/YY |  | DD/MM/YY |

## Trip attendees

2.4 Who will attend the trip?

|  |  |  |
| --- | --- | --- |
| How many children will attend? **\***Please include the total number of children on the trip. |  | How many adults will attend?**\***You can find guidance on the [NSPCC](https://learning.nspcc.org.uk/research-resources/briefings/recommended-adult-child-ratios-working-with-children) website |
|  |  |
| What is the age of the youngest child attending?**\*** | What is the age of the oldest child attending? **\*** |
|  |  |  |

2.6 Do some or all of the attendees on the planned trip have disabilities?**\***

|  |
| --- |
| **Select from drop-down** |

If 2.6 is answered with a Yes

Please explain how you will make sure the trip will meet your group’s access needs.

We understand that, for trips where some or all of the attendees have additional needs or disabilities, parents/carers may need to attend in a caring capacity to enable the child to take part in the trip. Where this is the case, please explain this clearly. Max 300 words.

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| Welcome | Your Organisation | The Funding Request | **The Budget** | Safeguarding and Risk | Other and submit |

Now that you've told us about your trip, please provide details about the budget. Full budget guidelines are available [here.](https://www.henrysmithcharity.org.uk/explore-our-grants-and-apply/important-information/budget-guidance/)

**What are we looking for:** We need a budget that breaks down the trip costs (expenditure), the funding you're requesting from us and others (income), and any shortfall. We’re unlikely to cover large overheads or staffing costs. If families are asked to contribute, explain how your organisation will ensure no child is excluded due to financial difficulties.

## Trip Budget

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| --- | --- | --- |
| 3.1 What is the total cost of the trip?**\***Pound sterling |  | Cost per child |
|  |  | Automatically calculated |

3.2 Please upload a budget for this trip, including a breakdown of the costs

You can only add one document; if you add more than one document, only the latest document will be submitted. See examples and guidance [here](https://www.henrysmithcharity.org.uk/explore-our-grants-and-apply/important-information/budget-guidance/)

Accepted file types include: doc, docx, PDF, pptx, txt, xls, xlsx

## Source of Funds

3.3 Will your trip need families or carers to contribute?**\***

|  |
| --- |
| Select from drop-down |
| If 3.3 is answered with a Yes |
| How many children’s families or carers will be asked to contribute?**\*** |  | How much will each child be asked to contribute?**\*** |
|  |  |
| Total contribution from family or carers?**\*** | What will happen if a family or carer is unable to pay?**\***It’s important to us that no child is excluded from a trip we are supporting due to the cost. We are interested in hearing what support is available. Max 150 words. |
| Automatically calculated |  |  |
| 3.4 How much are you requesting from The Henry Smith Charity?**\***Pound sterling |  | Total budget left to raiseThe field is automatically calculated based on the information you provide. You can adjust the total if children are contributing different amounts. |
|  |  |  |
| If ‘Total budget left to raise’ is more than £0 |
| How much of the remaining budget have you already raised?**\***Provide the total amount secured, not pending applications |  | If you have not raised all the money needed, what are your plans to do so?**\***We understand that you may not yet have secured all the funding you need and are interested in your fundraising plans. Max 150 words. |
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| Welcome | Your Organisation | The Funding Request | The Budget | **Safeguarding and Risk** | Other and submit |

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

**What we are looking for:**We want to fund trips where children's safety is a priority. Explain how you will ensure this in the questions below. You can find safeguarding guidance and a sample risk assessment [here](https://www.henrysmithcharity.org.uk/explore-our-grants-and-apply/important-information/safeguarding/) under the title 'What we look for in the Holiday Grants Programme'. We ask that you don’t include any sensitive information about children, such as names or specific health conditions.

## Safeguarding

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

Select one statement at a time

|  |
| --- |
| We have a Safeguarding Policy We have a Safeguarding Lead Our Board (or equivalent) regularly discuss Safeguarding None of the above |

4.2 Outline your safeguarding processes and procedures for the planned trip.**\***

Max 300 words. For further guidance, please visit the [NSPCC's website](https://www.nspcc.org.uk/)

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## Risk

4.3 Please upload a risk assessment specifically written for your trip.

The risk assessment should tell us:

* The possible risks that may take place during the trip,
* The steps you will take to reduce these risks,
* How likely each risk is to happen.

Please be aware that the risk assessment you submit must not include any sensitive information regarding children, including their names or specific health conditions.

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

Accepted file types include: doc, docx, PDF, pptx, txt, xls, xlsx

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| Welcome | Your Organisation | The Funding Request | The Budget | Safeguarding and Risk | **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.

## Optional Questions

5.1 Is there anything else that you would like to tell us about this trip or your organisation?

Max 300 words

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5.2 Where did you find out about this grant programme?

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| Select from 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? Was the guidance about AI useful? Did you have any questions that you couldn't find answers to on our website? Max 300 words.

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## Data protection

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| 5.4 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 application form.
 |  | **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.](https://www.henrysmithcharity.org.uk/privacy-policy/)**Third party data**No personal data concerning third party individuals should be included within your application 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. |
| Select from drop -down |  |
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