

Shout! Fund

Full Application

Word Version

The Henry Smith Foundation only accepts applications via an online portal. The links are on our webpage. This template is a downloadable Word version to help you prepare your application. **You can not submit this version**.

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# Welcome

## Before you begin

Here are some tips to help you get started:

* **Read the Shout! Fund’s guidelines** before filling in the form.
* **You can download a sample form** here to help you plan your answers
* You can **add colleagues to your application** by clicking "Manage Applicants" in the top-right corner. [Here is how to do that](https://webfiles-sc1.blackbaud.com/files/support/helpfiles/grantsconnect/content/gc-applicants-collaborators.html).
* You can find **frequently asked questions** for this fund on our website.
* **You are encouraged to answer these questions in a way that truly reflects your work and experience as you see it**. We know that funding relationships can influence how you feel about describing your organisation's work. We want to understand where your organisation is at right now, and how a grant from the Shout! Fund! can best support you over the next four years.

## Using this form

Here are some tips to help you use this form:

* You can click ‘**Next**’ at the bottom of each page or use the tabs above to move between sections.
* Questions marked with a '**\***' are **mandatory**.
* **You can resize text boxes** by dragging the corner if you want more space.
* The form **auto-saves** as you go. You can come back and finish it later.
* **There is no need to send any extra documents**. We assess applications based on the information you give us here.
* **Please don’t include diagrams or tables**. These won’t be saved when you submit the form.
* **Avoid using real names or identifiable personal details** (except for the main contact).
* When answering questions concerning lived experience and your organisation, ensure you **do not provide information that could be used to identify individuals and their lived experience**. For this grant application, we do not need to, or want to, collect information about individuals and their lived experience. We ask that you avoid using names, job titles or other references to individuals or groups of people that would make it possible to identify them, or enable speculation about their background and life experiences.
* You will be asked to click '**Sign and Submit**' after providing all the information.

# Your Organisation

In this tab, please provide us with some further information about your organisation.

**What we are looking for:** We are looking for information on your organisation and how it operates.

## Your organisation

1.1 Tell us about your organisation: your background, who you work with, and the types of work you do.\*

This helps us understand your organisation as a whole. You can include a short history, your wider work beyond advocacy, and who you support overall.

Max 300 words.

1.2 Provide details of your team and the people you support. For each question, we want to know the total number for the whole organisation.

Number of staff (full-time equivalent)\*

Number of volunteers (not including trustees or fundraisers)

Number of current service users / clients / members?\*

* 1. Provide us with an income projection form for your organisation.\*

You can find the form by clicking here.

Upload document

# Your Advocacy Work

In this tab, we want to understand how your organisation helps young people speak up, make choices, and secure their rights, especially those who are care-experienced, LGBT+, or have learning disabilities.

**What we are looking for:** You are encouraged to answer these questions in a way that truly reflects your work and experience as you see it. We know that funding relationships can influence how you feel about describing your organisation's work. We want to understand where your organisation is at right now, and how a grant from the Shout! Fund can best support you over the next four years.

## Who you support and why it matters

2.1 Tell us about the young people you support, and how your services are shaped by their lived experiences and identities.\*

You could tell us how your support is adapted to meet different needs, how young people influence how support is provided, or how your services respond to what matters most to them.

Max 500 words.

**We’ve copied your answer from the Expression of Interest form into this form. You can change it, add more to it, or leave it as it is.**

2.2 What kinds of issues are young people bringing to you, and how do you support them through these?\*

Max 300 words.

2.3 Tell us about anything happening in your community or nationally that is affecting your work. How have you responded?\*

Max 300 words.

## Your approach to advocacy and inclusion

 2.4 How do you make sure young people feel safe and welcome when starting support with you?\*

Max 300 words.

2.5 How do you make your support flexible and responsive to what people need, especially as relationships develop over time?\*

Max 300 words.

2.6 Tell us about the people delivering your advocacy work. What experiences do they bring, and how do you support them to do this work safely and well?\*

This might include paid staff, volunteers, peer supporters, or others with relevant lived or community experience.

Max 300 words.

## Governance, voice, and leadership

2.7 How does lived experience influence decision-making in your organisation?\*

We're interested in how people with lived experience are involved in your organisation’s leadership, direction or governance. For example, through your board, staff team, working groups, or advisory roles.

Max 500 words.

**We’ve copied your answer from the Expression of Interest form into this form. You can change it, add more to it, or leave it as it is.**

## Learning and impact

2.8 How do you look at what’s working well and what could be better in your work?\*

Please share any examples of how this has helped you make changes or do things differently.

Max 300 words.

2.9 How do you know your work is making a difference?\*

You can tell us about outcomes you’ve collected, stories from people you’ve supported, or anything else that shows the difference your work is making.

Max 300 words.

If you have an impact report, you’re welcome to upload it below. However, there's no need to upload anything if you don't have something ready.

Upload document

2.10 What would this funding make possible for your organisation and the people you work with?\*

We are interested in knowing the difference you hope to make and how this funding could support that. You might want to tell us about plans this funding would help unlock, how it could support your longer-term goals, or how you know there’s demand for more or different support.

Max 300 words.

# Your Safeguarding Processes

In this tab, we want you to tell us more about your organisation's approach to safeguarding.

**What we are looking for**: We are looking for information on how safeguarding is embedded in your organisation, and what it looks like on the ground.

## Safeguarding

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

Select one statement at a time.

Select multiple

* 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

3.2 Upload any relevant safeguarding policies, procedures, or guidance documents.\*

Upload document

3.3 Tell us how safeguarding is embedded in your work.\*

You don’t need to repeat what’s in your policy; we’re interested in what safeguarding looks like in practice. Can you tell us about safeguarding training for your people, how concerns are handled, any supervision processes, and anything else you’d like to share about how safeguarding is built into your day-to-day work with young people.

Max 300 words.

# Other and Submit

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

**What we are looking for**: We would like you to give us feedback and invite you to contribute to our DEI data collection. You will then be asked to agree to our data protection policy.

##  Your feedback

4.1 Do you want to tell us anything else about your work or the organisation?

Max 300 words.

4.2 Do you have any feedback for us?

We would like to know:

* Did the questions in this form make sense?
* Did you have any issues submitting it?
* If you got support over the phone, was this helpful?

We also welcome any ideas on how we could make the process better for you and others.

Max 500 words.

4.3 How long has it taken you to complete this application form (to the nearest hour)?\*

Hour/s

4.4 We invite you to complete the optional Diversity, Equity and Inclusion Data Standard survey about groups of people you support, your mission, and your leadership. We use this information to understand our applicants and grant holders better and to inform our strategy. We publish aggregated information to be transparent and accountable; you can opt out of this. We will not use this information to assess this application.

Are you willing to take part in this survey?\*

**If you answer yes, a new tab, ‘DEI Data Standard Survey’, will appear on your application form.**

## Data protection

2.4 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 form

Select from drop-down

**Henry Smith Foundation 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 form without their explicit knowledge, and informed consent, that this information will be shared with the Henry Smith Foundation and potentially other grant makers.

Before submitting this application, ensure you have not included any personal details or other information that could be used to identify people with relevant lived experience in your organisation.

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.