

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.

**If you opt-in to the Diversity, Equity and Inclusion Data Standard survey:**

# DEI

The questions in this section are designed to help us understand how our funding reaches different groups, particularly those who have historically faced disadvantage or discrimination. We know these are sensitive topics, and all questions are optional.

## Why are we asking these questions?

We are committed to measuring, monitoring and publishing information about DEI in relation to our grant making at the Henry Smith Foundation.

We would like to ask some questions about the people you support and about your organisation’s mission and leadership. This will help us better understand our applicants and grant holders and make informed decisions about grant-making programmes, taking into account DEI metrics.

These questions are part of the **DEI Data Standard**, which we are putting in place alongside other funders. The Standard was made by an independent working group of foundations and funders committed to adopting a shared framework for capturing DEI data. You can find out more about the group and the standard [here](https://www.funderscollaborativehub.org.uk/collaborations/dei-data-standard).

## What is Diversity, Equity and Inclusion?

At the Henry Smith Foundation, Diversity, Equity and Inclusion are core to our values and how we approach our work. Below is how we understand and apply DEI:

* **Diversity** is about actively seeking out and ensuring people with different backgrounds, identities and life experiences can freely contribute ideas and perspectives.
* **Equity** means we work to understand and reduce barriers faced by the different groups of people we work with internally and externally.
* **Inclusion** is actively respecting and embedding diversity in how we work, think and make decisions and ensuring that all voices are heard.

These definitions guide our efforts to address the deeper, often invisible forces that create and sustain unfair outcomes for some communities.

## How we will use your information

We will **not** use this information when we assess grant applications. We will only use it to inform our own monitoring and strategy and consider how we can improve with regard to DEI.

Completing this form is not a condition of your application, and all questions are optional.

Responses you provide may be included in data we publish externally about our grant making, for example, to the [360Giving GrantNav website](https://grantnav.threesixtygiving.org/). This will support our transparency and accountability regarding the impacts of our funding and who it is reaching. It will also help the wider grant making sector identify and target funding to address structural inequities.

The data may be linked to your organisation’s name and will be publically available. If this raises any concerns, for example, around privacy, you can choose to opt out of sharing this data externally.

**Do you want to opt out of having your data published?**\*

For example, if you are a smaller organisation with a small number of Trustees and Senior Staff, the data you provide could be identifiable. We suggest you opt out of sharing this data publicly unless all Trustees and Senior Staff have given their consent.

Select from drop-down

## Definition of groups or communities

Here are the definitions of the categories you can select:

**a. Communities experiencing ethnic or racial inequity**
Communities that experience inequity as a result of their race or ethnic group. Ethnic group refers to the group that people self-identify with, which may be related to their national/geographical origin, skin colours, and other identities. This is often referred to as 'Black, Asian and Minority Ethnic'.

**b. Faith communities**
People who identify with and are part of a particular religious or spiritual tradition.

**c. Migrants**
People who are first-generation and/or recent migrants to the United Kingdom.

**d. Disabled people**
People who self-identify as disabled, with particular impairments, which have a long-term impact on their quality of life.

**e. Older people**
People aged 65 or over.

**f. Younger people**
People aged 25 or under.

**g. Women and girls**
People who self-identify and live as women or girls.

**h. LGBT+ people**
People who self-identify as lesbian, gay, bisexual, trans+

**i. People who are educationally or economically disadvantaged**
People who self-identify as from an economically and/ or educationally disadvantaged background, including working class backgrounds, with long-term impact on their life outcomes; also people currently experiencing financial hardship.

**j. Welsh language speaking (Wales only)**
People who speak Welsh as part of their identity or community.

**k. Community groups (Northern Ireland only)**
Groups that reflect the community identity and context specific to Northern Ireland.

## Your Intended Beneficiaries

We'd like to ask if your project (project costs applications) or your organisation (running costs applications) targets or intends to benefit specific groups or communities of people that commonly or historically experience structural inequity. **Please only select a group if 75% or more of your beneficiaries come from that group.** 75% is the DEI Data Standard threshold for this question. We understand in many cases this can only be an estimate.

**Does your project or organisation intend to benefit specific groups or communities?**

If you work with specific groups or communities, select '**Yes**' and indicate the group or communities in the categories below. We understand that individuals may belong to multiple groups or communities so you can choose several, but 75% or more beneficiaries should share the characteristics of all groups you select. If this does not apply to your work, answer '**No**'.  For example: If 80% of the people you support are Asian women with a refugee status, you would select:

* a. Communities experiencing ethnic or racial inequity → Asian / Asian British
* c. Migrants → Refugees
* g. Women and girls → Women and girls

Select from drop-down

**If you select yes:**

a. Communities experiencing ethnic or racial inequity

Select from drop-down

b. Faith communities

Select from drop-down

c. Migrants

Select from drop-down

d. Disabled people

Select from drop-down

e. Older people

Select from drop-down

f. Younger people

Select from drop-down

g. Women and girls

Select from drop-down

h. LGBT+ people

Select from drop-down

i. People who are educationally or economically disadvantaged

Select from drop-down

j. Welsh language speaking

Only for organisations based in Wales

Select from drop-down

k. Community groups (Northern Ireland only)

Only for organisations based in Northern Ireland

Select from drop-down

## Your organisation’s vision and mission

We would like to understand whether your organisation is specifically set up to serve a particular group or community.

**Is there a specific group or community that your organisation is dedicating to serving?**

This might be referenced in your governing documents, strategy or public facing materials. If your organisation is set up to serve a specific groups or communities, select '**Yes**' and indicate the group or communities in the categories below.  You can choose several. If this does not apply to your work, answer '**No**'.

Select from drop-down

**If you select yes:**

a. Communities experiencing ethnic or racial inequity?

Select from drop-down

b. Faith communities

Select from drop-down

c. Migrants

Select from drop-down

d. Disabled people

Select from drop-down

e. Older people

Select from drop-down

f. Younger people

Select from drop-down

g. Women and girls

Select from drop-down

h. LGBT+ people

Select from drop-down

i. People who are educationally or economically disadvantaged

Select from drop-down

j. Welsh language speaking

Only for organisations based in Wales

Select from drop-down

k. Community Groups (Northern Ireland only)

Only for organisations based in Northern Ireland

Select from drop-down

## Your organisation’s leadership

We'd like to ask if most of the key decision-makers in your organisation belong to specific groups or communities. For this to be the case, as an indication, **75% or more of the Board of Trustees/ Management Committee AND 50% or more of senior staff** should be from the group or community. These are the DEI Data Standard thresholds for this question.

**Does your organisation's leadership self-identify in any of these groups or communities?**

If 75% or more. of the Board of Trustees/ Management Committee AND 50% or more of senior staff of your organisation leader self-identifies as belonging to specific group or community, select '**Yes**' and indicate the group or community in the categories below.  You can choose several. If this does not apply to your work, answer '**No**'.  For example: if 80% of the Board and 60% of management are both Asian and Refugees select:

* a. Communities experiencing ethnic or racial inequity → Asian / Asian British
* c. Migrants → Refugees

Select from drop-down

**If you select yes:**

a. Communities experiencing ethnic or racial inequity?

Select from drop-down

b. Faith communities

Select from drop-down

c. Migrants

Select from drop-down

d. Disabled people

Select from drop-down

e. Older people

Select from drop-down

f. Younger people

Select from drop-down

g. Women and girls

Select from drop-down

h. LGBT+ people

Select from drop-down

i. People who are educationally or economically disadvantaged

Select from drop-down

j. Welsh language speaking

Only for organisations based in Wales

Select from drop-down

k. Community Groups (Northern Ireland only)

Only for organisations based in Northern Ireland

Select from drop-down