
THERIUM ACCESS.

APPLICATION FOR PROJECT GRANT FUNDING

Please do not include personal data concerning third parties (including children) within this application. If third parties are involved, please anonymise them using a letter (e.g. "Z"), as no personal data concerning a third party should be provided without their express consent.

Instructions

- Please complete this form to apply for a grant in respect of a specific project or for the general funding of an organisation, such as a Law Centre.
- Please read the contents of Therium Access' website and the Guidance Notes at the end of this form before you complete this form.
- Please answer each question in full and do not make any changes to the questions themselves, as doing so may lead to a rejection or delay in the consideration of your application.
- Please provide your answers in English.
- Please limit the information you provide to what you feel is necessary for us to understand the nature of the project and your organisation.
- Please retain a copy of your completed Application Form.
- We ask for an independent referee to support each application. Such a reference must be provided by a senior person in an organisation which either provides grants or donations to the applicant or who knows and has seen the work of the applicant in a professional capacity.
- Send the completed Application Form as a saved PDF without signatures (so that any hyperlinks work) and also separately as a PDF with the required signatures by email to: contact@theriumaccess.org.
- If your application is received after a deadline has passed (see our website) it will not be considered until the following biannual Committee meeting. However, if your application is urgent, we may review your application if the need for immediate funding is clearly set out and it is critical that you specifically bring this to our attention in line with our procedures (see our website).

1. APPLICANT DETAILS	
a. Name of organisation(s): <i>('Applicant')</i>	
b. Name of project (if any):	
c. Type of organisation and Registration number:	
d. Date of Applicant's formation:	
e. Address: <i>(Correspondence and Registered address)</i>	
f. Website address:	
g. Name and position of primary contact for this application:	
h. Email address of primary contact:	
i. Telephone number of primary contact:	

2. EXECUTIVE SUMMARY	
<p>a. Provide a <u>brief</u> summary of what you seek a grant for.</p> <p><i>(150 words or less)</i></p>	
<p>b. Select the principal cause that will be furthered by the Application:</p> <p><i>(Based on Therium Access' Mission Statement. Please select only one)</i></p>	<p><input type="checkbox"/> the advancement of human rights;</p> <p><input type="checkbox"/> the promotion of equality of rights and diversity;</p> <p><input type="checkbox"/> the protection of children, the elderly, the disabled, minorities, asylum seekers and other vulnerable or disadvantaged groups;</p> <p><input type="checkbox"/> the right to legal representation or due process;</p> <p><input type="checkbox"/> the proper and efficient administration of justice;</p> <p><input type="checkbox"/> the advancement of environmental protection or improvement;</p> <p><input type="checkbox"/> the promotion of legal education that furthers the causes listed above; and</p> <p><input type="checkbox"/> any other case or project in which a person, group, or entity will not have access to justice without financial assistance.</p>
<p>c. Amount requested from Therium Access:</p> <p><i>(Please state the currency if not GBP)</i></p>	
<p>d. Intended start date of project:</p>	
<p>e. Intended end date of project:</p>	

3. DETAILED PROJECT INFORMATION

- a. Provide more detail about your project, including:
- Whether this is a new or existing project
 - What your key aims are (including quantitative aims)
 - The key realistic outputs your project will deliver every 6 months (including a timeline of activity)
 - How you expect to achieve these aims.

(500 words or less)

- b. Explain how you know there is a need for this work, including quantitative information (e.g. statistics).

(200 words or less)

- c. Describe how you will collect information about the change that comes about as a result of your project and explain how you will monitor whether you are successful in achieving your aims.

(200 words or less)

- d. Identify all significant risks for this project and

<p>detail how you plan to mitigate these.</p> <p><i>(200 words or less)</i></p>	
<p>e. Describe the steps taken to ensure sustainability, and what will happen when this grant ends.</p> <p><i>(200 words or less)</i></p>	

4. DETAILED APPLICANT INFORMATION

a. Describe your organisation's purpose and main activities.

(200 words or less)

b. Do you:

	Yes	No	Areas of law/level/detail
Hold a Legal Aid contract?			
Provide pro bono advice services?			
Employ paid solicitors?			
Provide non-advice services?			
Hold a quality mark?			
Belong to an umbrella organisation?			

c. Tell us how many staff and volunteers your organisation currently has.

	Paid staff	Volunteer	TOTAL
Full-time			
Part-time			
TOTAL			

d. Detail the location(s) your organisation has, and the services offered.

<p>e. Explain how your organisation is managed and describe the form of governance, including how:</p> <ul style="list-style-type: none"> - Decisions are made and reported - Funds are managed and accounted for. <p><i>(150 words or less)</i></p>	
<p>f. Describe how you work with other service providers, in and beyond the advice sector.</p> <p><i>(150 words or less)</i></p>	
<p>f. Provide a description of the team members, including:</p> <ul style="list-style-type: none"> - Roles and responsibilities - Summary of previous experience and skills (if any) in similar areas. If they do not have any relevant experience, please explain (briefly) why they are involved with the project - Links to their professional online profiles - How much of their working time they will spend on the project - Where the grant will be used to recruit a new staff member, describe the role and why this role is needed. 	

<i>(400 words or less)</i>	
<p>g. Confirm whether any of the individuals involved in the Applicant or project have been subject to any bankruptcy and criminal investigations previously. If so, provide details but do not provide the names of the individuals.</p>	
<p>h. Provide an example or case study of how your work has benefitted people.</p> <p><i>(200 words or less)</i></p>	

5. ACCESS TO JUSTICE

- a. Explain how obtaining a grant from Therium Access will help to provide the Applicant or others with access to justice.

(300 words or less)

- b. Explain why you need a grant from Therium Access.

(200 words or less)

- c. State how many people or other organisations (or both) will directly benefit from this grant and describe their demographic (e.g. refugee women aged between 16 and 30).

- d. State the geographical location of the people who will benefit from this grant.

(Include town, county, region and country)

- e. Describe your publicity strategy to maximise the impact of this project.

(150 words or less)

6. GRANT DETAILS

a. Provide a budget of what the grant will be used for.

(The Grand Total should match your answer to question 2.c.)

Cost	Year 1	Year 2	Year 3	TOTAL (per Cost)	Explanatory Notes
Staffing					
Overheads					
Professional Fees					
Training & Workshops					
Equipment					
Events					
Travel & Subsistence					
PR & Communications					
Marketing					
Other (please detail)					
TOTAL (per Year)				GRAND TOTAL	

<p>b. Explain why the costs in your budget are the most appropriate use of resources to deliver the stated aims.</p> <p><i>(150 words or less)</i></p>	
<p>c. Length of time grant is requested for:</p> <p><i>(Maximum 3 years)</i></p>	
<p>d. For an existing project, explain how you are currently paying for any existing costs or posts you are seeking a grant for.</p> <p><i>(100 words or less)</i></p>	
<p>e. Total amount required for Project:</p> <p><i>(This may be the same amount sought from Therium Access, or a larger sum including funds from other sources)</i></p>	
<p>f. Where the grant is sought for part of the total budget to run the project, detail and explain the other sources of funding.</p> <p><i>(100 words or less)</i></p>	

g. Provide details of any other grants sought for this project (now or in the last 3 years) and provide details of the outcome or status.

(100 words or less)

7. OTHER INFORMATION	
a. Provide details of any previous applications (successful or unsuccessful) to Therium Access.	
b. How did you hear about Therium Access?	
c. Describe any similar Projects that exist (to the best of your knowledge).	
d. Provide any other details that you feel may be useful to the Advisory Committee reviewing your grant application. <i>(200 words or less)</i>	

8. SUPPORTING DOCUMENTS

a. Provide the following (where applicable):

- Last 3 years of audited accounts
- Trustee reports
- Corporate plan
- Annual plan
- Rules
- Constitution
- Terms of Reference
- Memorandum
- Articles of Association
- Budget (if different to that provided in question 6.a.)
- Links to your online resources (if any) that describe your organisation or project in more detail, e.g. websites and social media.

b. Provide further relevant documents, and list here:

9. STATEMENT OF TRUTH

In signing this document you are confirming that the information you have provided is true, correct and current as at the date of this Application. If any of the information in this application changes you must notify us immediately.

You hereby accept and acknowledge that any grant award is expressly conditional upon all such information being and remaining true, correct and up-to-date. To the extent that this is not the case, Therium Access may, at its absolute discretion, withdraw and/or require repayment at any time of any grant award offered or paid by Therium Access without liability to you or the Applicant.

.....

Applicant's signature

Date:

10. INDEPENDENT REFEREE (see criteria under Instructions)

a. Name:

b. Occupation:

c. Correspondence
Address:

d. Email address:

e. Telephone number:

<p>f. Relationship to Applicant:</p>	
<p><i>I confirm that I know this organisation and its work. I have read this application and support this request for funding. I am willing to be contacted now to discuss this application, and at a later date to comment on the grant if this application is successful.</i></p>	<p>..... Independent Referee's signature Date:</p>

Guidance Notes

Grant Eligibility

Therium Access may provide grants to organisations which provide services that advance the aims set out in our Mission Statement and meet our Grant Criteria. Please draft your application with these in mind. It is critical that the project's direct connection to access to justice is clearly demonstrated.

Please note that Therium Access has limited funds available, and a grant is not guaranteed even if a project falls within the Mission Statement and Grant Criteria. Therium Access retains absolute discretion in determining and amending its Grant Criteria and process, and whether to make a grant at any time, including any and all details (such as the amount and terms and conditions) of a grant.

Applications will be considered for projects needing action or support within the next twelve months.

Application Process

Therium Access will consider applications at their regular meetings held in April and October each year (for the exact dates, please see our website).

Lobbying or direct contact with Therium Access' Advisory Committee and Board Members, or Therium's officers and employees is strongly discouraged and will only delay your application.

Grant Decision

Therium Access will endeavour to let you know the outcome of the application no later than 2 weeks after Therium Access' meeting.

Please note that decisions by Therium Access are final and there is no appeal, but you may re-apply at a later date.

General

Please see our website for more detailed guidance, most importantly the Mission Statement and Grant Criteria which sets out what we look for when assessing grant applications.