Leadership Award – SAMPLE APPLICATION FORM

Please do not attempt to fill in this form – *this document is a sample application form to help you complete the online version of the form.*

Please read the Foundation's grant-making guidelines *carefully before completing your application form.*

An asterix (*) denotes a compulsory field.

The Shackleton Foundation supports individuals rather than projects. We seek to identify Leaders who have a challenging idea (we call it their 'Antarctic') about which they are passionate, and believe they can make a difference, to disadvantaged and socially marginalised young people in the UK. With that in mind we want to get a feel for you as a person; as a Leader; and to understand what your 'Antarctic' is, why it's important to you, and why you need our financial support.

Section 1 - About You

- **Name ***
- **Address ***
- **Email ***
- **Phone number ***
- **How did you hear about the Shackleton Foundation? ***
- **Do you have a previous connection with the Shackleton Foundation or any of its Trustees? *** No / Yes
- **Please specify the connection ***
- **Have you applied before to the Shackleton Foundation? *** No / Yes
- **Please specify date of initial application and the project name if different to this one ***
- **What do you think makes you a Leader? (max 200 words) *** *(Please describe your leadership style and how it will contribute to the success of your project. Please include any specific challenges you've overcome or impactful decisions you've made)*
- **Do you have any 'lived experience' of the issue that your project addresses?** No / Yes * **(***By 'lived experience' we mean your direct experience of, or close familiarity with, the issue you are tackling. For example:*
  - o *someone who has been in care, setting up services for care-experienced young people*
  - o *a parent or carer of a disabled child, setting up a project for disabled young people*
  - o *a former teacher setting up an education project).*
- **Please provide some details of your 'lived experience' (max 100 words) *** (*We highly value 'lived experience' and we will treat anything you share with us sensitively and confidentially.)*
- **In order for us to make fair and equitable decisions is there anything you would like us to know about you before we assess this application? (max 100 words)** (*For example: English is an additional language or that you are neurodivergent)*

Section 2 - Your Project. What is your 'Antarctic'?

- **Project name ***
- **Provide a very brief description of your project (max 20 words) ***
- **Website Address ***
- **Charity number (if applicable)**
- **Company number (if applicable)**
- **Legal Status ***
    - Registered charity (limited by guarantee)
    - Community Interest Company Limited by Guarantee (CIC-CLG)
    - Community Interest Company Limited by Shares (CIC-CLS)
    - Charitable Incorporated Organisation (CIO)
    - Company (limited by guarantee)
    - Company (limited by shares)
    - Unincorporated Association
    - Other

    If your legal status is either Company (limited by guarantee) or Company (limited by shares), we will ask you to upload evidence of either an asset lock or a clear mission statement.
- **What date was your organisation registered? If you have not yet gained legal status, please provide an estimated date in the future? ***
- **Is your project a completely new organisation**
    - Yes / No
- **If not a completely new organisation, please describe your project's relationship with the existing organisation - ie, name of organisation, how long the organisation has existed, and how the project differs from the organisation's existing activities (max 50 words).**
- **Location of project *** *(Please tell us where in the UK your project will be working. Select all that apply)*
    - UK-wide (in all 4 countries)
    - Across England
    - East of England
    - East Midlands
    - Greater London
    - North-East England
    - South-West England
    - South-East England
    - West Midlands
    - Yorkshire and the Humber
    - Northern Ireland
    - Scotland
    - Wales
- **Sector *** *(Please choose the sector that most closely fits with your project)*
    - Community Services & Social Welfare
    - Life Skills & Employability
    - Physical Health
    - Education
    - Mental Health
    - Youth Offending
    - Other
- **Has your project already started?**
    - Yes / No
- **What date did your project start / What date is your project due to start? ***

- **What is the social issue you are addressing? (max 200 words) ***
(*Please include information on why the problem exists, who the issue affects and the scale of the problem – ie how many people does it affect. Please provide evidence or details of your research to back up your findings, including the extent to which you have consulted or involved potential beneficiaries*)
- **What are the main activities or services your project carries out, or will carry out, to address this issue? (max 300 words) ***
(*Please include details on:*
  - *where you will deliver your activities / services*
  - *how often, and for how long, individuals will engage with your work*
  - *the characteristics of the individuals (eg, age, gender, ethnicities, disabilities, migrants, people facing discrimination or inequalities etc) who will benefit from your work*
  - *how you will find or select individuals*
  - *any partnerships you have secured or plan to deliver your work (eg, a local authority, charity or school))*
- **Who will be delivering this project? (max 50 words) ***
- **What sets this project apart from others trying to address this same issue? (max 150 words) ***
- **How do you know that your approach is meeting a real need (beyond your personal experience)? (max 150 words) ***
- **How many disadvantaged young people do you expect to benefit from your project in the next 12 months? (max 50 words) ***
- **What are the main outcomes that you aim to achieve with this project? (max 150 words) ***
(Please include any simple targets that you have set for the next 12 months)
- **How will you measure the outcomes of your activities (max 150 words) ***
- **How much funding are you seeking from the Shackleton Foundation? ***
- **How much will your project cost in total? Please provide a breakdown of expense items, costs and the amount of each item to be covered by the Shackleton Foundation. Please complete the table below, but leave rows blank if necessary. ***

	Expense Name	Total Cost	Amount to be covered by Shackleton
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Total Expenses			

- **What % of your overall project costs will our funding represent? ***
- **What other sources of funding have you identified/approached/secured? Please provide details of any funding already secured for this project (funder name and amount of funding). ***
- **How do you see this project becoming financially sustainable in the long-term? (max 150 words) *** *(Please include details of your business model – the products or services you plan to*

sell to become financially sustainable, with details of who is likely to pay and how you know that. If relevant, please also provide details of how long you are likely to rely on grant income)

- **What will happen to your project if you are not successful with this application? (max 150 words) ***
- **How much time will you commit to this project, and will others be working on the project – if so, who, for how many hours and paid or voluntary? (max 150 words) ***

Section 3 - References

Please provide the names and addresses of two referees. Referees should have known you for at least one year, and know and support your project / organisation. Referees should not be involved in the project and should not be directly related to you.

Referee One *
- **Full name**
- **Role/Position**
- **Email**
- **Telephone**
- **Why have you chosen this person?**

Referee Two *
- **Full name**
- **Role/Position**
- **Email**
- **Telephone**
- **Why have you chosen this person?**

Section 4 - Equity, diversity and inclusion monitoring

The Shackleton Foundation promotes equity, diversity and inclusion, and we are committed to selecting Leaders from all backgrounds. We want to build an accurate picture of the make-up of our applicants, to ensure we are reaching applicants across all protected characteristics. Completing this section has no bearing on the success of your application. The information will be solely used for fairness monitoring, and will not be published or used in any way which allows individuals to be identified.

- **Which best describes your gender? ***
    - Female
    - Male
    - Non-binary
    - Other
    - Prefer not to say

- **Ethnicity - please select the option that applies to you ***
    - Asian or Asian British
    - Black, Black British, Caribbean or African
    - Mixed or multiple ethnic groups
    - White
    - Any other ethnic group
  2021 Census: List of ethnic groups

- **Disability - do you consider yourself to have a disability (including neurodiversity)? *** No / Yes / Prefer not to say

By submitting this application form I confirm that :
- all the information contained in this application is accurate
- I have read the Shackleton Foundation grant-making guidelines
- I have in place an up-to-date safeguarding policy that is relevant to my project's beneficiaries