**abrdn Financial Fairness Trust Grant Application Form**

* Please use the template available and do not edit the formatting.
* Your application form **must not** exceed five A4 pages in total.
* The guidance notes in italics should be deleted from the final form.
* It must be written in Arial, font size 11. Please do not use any other font or size. Please do not edit the formatting on the outline proposal template.
* Use white space, single spacing, bullets and standard margins (2.54cm), and do not justify the text, as this makes it easier for us to read.
* Please write in clear English, avoiding jargon and technical language. If you need to use any uncommon technical terms, please define these briefly.
* Do not add in logos, cover pages, footnotes/endnotes, hyperlinks, bibliographies.

Please email the completed outline application, in Microsoft Word format (please do not send as a PDF), to [applications@financialfairness.org.uk](mailto:applications@financialfairness.org.uk).

1. **Organisation name, address and website**
2. **Lead applicant’s name, job title, email address and telephone number**

*This is the name of the person leading this application.*

1. **Year organisation established**
2. **Organisation’s legal status**

*For example, are you a registered charity company limited by guarantee?*

1. **Number of trustees/directors on governing board**

*Please state the total number and how many are non-executive.*

1. **Project summary**

*In no more than 40 words summarise the project for which you are applying.*

1. **Organisation summary**

*This is an outline of your work including your aims, main activities, track record and recent achievements, including the difference your work has made. Maximum 400 words.*

1. **Annual accounts**

*Please provide an electronic link to your latest annual accounts. If this is not possible, please attach your latest accounts when submitting your outline application. This does not count towards the page limit.*

1. **Funding programme**

*Please state the funding programme you are applying under: Income, Spending or Assets. Choose one main programme, even if your project spans more than one of our programmes.*

1. **Project need**

*What is the issue you are seeking to address? Why is it important? What have been the barriers to change here, and what are the current opportunities for change? Who else is working on this issue and how are you working with them? Don’t take up space explaining the general issues you are addressing: you can assume we have some understanding of the field in which you are operating****.*** *Maximum 300 words.*

1. **Project overview**

*This is an outline of the work you are seeking funding for. It should be clear what the aims and objectives of the work are and what you intend to do, including the main activities and outputs. You should be clear how the work is strategic. What is different or effective about your approach? How does it involve and engage the people it will benefit? Why do you think your approach will work? Does your organisation have the skills, experience, relationships and capacity to undertake this work? If you are applying for research, please outline your methodology. If this is a partnership application, outline who your partners are and what they will do. Please read our funding guidelines in advance to ensure your proposal meets our criteria. Maximum 600 words.*

1. **Project outcomes**

*Outline no more than three key outcomes (the difference you hope to make) by which your work will be measured – please make sure these are outcomes you can realistically measure. Outline your dissemination and influencing strategy, including who your key audiences are.**Maximum 200 words.*

1. **Timescale**

*How long do you expect the work to take? When would be your planned start and end dates?*

1. **Budget**

*You should set out in table form the funds you are requesting, with a breakdown by year, itemising individual salary costs (please specify the posts for which you are seeking funding/part funding and give the breakdown for employer’s National Insurance contributions and pension), project costs and any other related costs. Please do not give day rates, unless this is for short-term consultants. If the funding is for existing staff, please give their job title and the name of the person in the post. Please look at our Budget Guidelines for more information.*

1. **Amount requested**

*How much are you seeking from us for each year of the project? If you are applying to others, state who they are and how much is being sought.*

*Please refer to our Funding Guidelines for further details and criteria.*