



JOHN LYON'S CHARITY

How to navigate the application form



JOHN LYON'S CHARITY

1. Organisation and Contact Details | 2. About your Organisation | 3. About your Project | 4. Financial Information | 5. Attachments & Declaration | Review My Application

1. Organisation and Contact Details | Printer Friendly Version | E-mail Draft

Tips and Guidance

In addition to this online application form, you will be required to submit:

- **Part 2 Project Budget** - This will need to be downloaded, completed and uploaded in the 'Attachments & Declaration' section of this application form. If you wish to complete the form in advance, it can be downloaded [here](#)
- **Part 3 Organisation Budget** - This will need to be downloaded, completed and uploaded in the 'Attachments & Declaration' section of this application form. If you wish to complete the form in advance, it can be downloaded [here](#)
- **Annual Accounts** - Your organisation's latest signed and audited (if applicable) Annual Accounts
- **An original hard copy bank statement** - Dated within the last three months. You will be asked to provide this once your online application form has been submitted

You will also be asked for the following documents:

- Safeguarding Policy
- Equality and Diversity Policy
- Supporting documents (optional)

You can save your progress on your application at any time, and return to it later. You will be emailed a copy of your application each time it is saved.

You can move forwards and backwards through your application by clicking on any of the section headings at the top of the page and spell check your answer by pressing the tick symbol next to the box.


Organisation Details

* Organisation Name

To navigate between pages of your application, click on the headings.

* Organisation Telephone Number 

Website Address

* Organisation Email Address 

Twitter

Please enter your organisation's Twitter name without the '@' symbol e.g. JohnLyonCharity

Main Contact Details


Prefix

First Name

Last Name

Job Title




Telephone Number 

Email Address

Confirm Email Address

Save & Finish Later

Save & Continue 

Don't forget to regularly save your progress by clicking 'save & continue' or 'save & finish later' at the bottom of your screen.

51% of the senior managers, management committee, board, governing body or council are BAME. The same percentage is used to define disabled-led, LGBTQ+ led and women-led.

Is your organisation:

* BAME-led? * Disabled-led? * LGBTQ+ led? * Women-led?

Declaration: Please read carefully

I declare that the information given in this application form and on accompanying documents gives a full and accurate picture of the organisation's activities and financial position. I understand that any grant received from John Lyon's Charity (the Charity) must be spent in the manner agreed and within 12 months of receipt, except where expressly agreed for a longer term project. I agree that the organisation shall not dispose of any item purchased with Charity funds without the prior approval of the Trustee. I understand that it is a condition of receiving the grant that a report must be submitted by us for the benefit of the Trustee.

The Charity expects that you have taken adjustments for Covid-19 and other similar instances into your project planning and will make necessary alterations, when required, to ensure the safety of your beneficiaries, staff, volunteers and wider general public.

John Lyon's Charity sends monthly newsletters and updates regarding funding and capacity building opportunities to all current grantees. There is an opportunity to opt out from these if you would prefer not to receive them.

Bank Statement Procedure:

If you are applying to the Charity for the first time or you have not received a payment from then Charity in the last three years, the Charity requires you to submit a PDF version of your Bank Statement. It must clearly show your organisation's name, bank account details and must be dated within the last 3 months. The Bank Statement must be sent via email to info@jlc.london at the same time or shortly after, submitting your online application.

When you have completed your application, click 'Review & Submit'. This will take you to a summary of your application.

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No No No Yes

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Save & Finish Later Update

If you have made any final edits on the 'Review My Application' page, click 'Update'.

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You will then be asked to review once more. Once there are no error messages or missing information, you will have the option to click 'submit' to send your application to the Charity.