# [cid:image001.png@01D413A4.BEC569C0](https://www.tpexpress.co.uk/)TRANSFORM GRANTS APPLICATION FORM

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## SECTION 1: ORGANISATION DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| **1A** | **ORGANISATION** | | |
| Organisation Name: | | Insert Organisation Name |
|  | | |
| Registered Address: | | Address Line 1 |
| Address Line 2 |
| Town / City |
| County |
| Postcode: | | Postcode |
|  | | |
| Website: | | Insert website |
| Twitter: | | @Insert Twitter Handle |
| Facebook: | | Insert Profile Name |
|  | | |
| Organisation Type: | | Choose an Organisation Type |
|  | | |
| Charity Number: | | Insert Charity Number (if applicable) |
|  | | |
| Overview / Vision: | | Provide a short description of the charity/organisation, and the day to day activities it undertakes. Your project should be above and beyond this activity. (Max 200 Words) |
|  | | | |
| **1B** | **POINTS OF CONTACT** | | |
| Primary | Name: | Insert Name |
| Job Role: | Insert Job Role |
| Email: | Insert Email |
| Tel: | Insert Telephone Number |
|  | | |
| Secondary | Name: | Insert Name |
| Job Role: | Insert Job Role |
| Email: | Insert Email |
| Tel: | Insert Telephone Number |

## SECTION 2: PROJECT DETAILS

|  |  |
| --- | --- |
| **OVERVIEW** | |
| Project Name: | Insert Project Name |
|  | |
| Project Description: | Provide a description of your project. Be sure to explain how it differs from the day to day activities of the charity/organisation, how it will be delivered, and why the grant is required to enable this. (Max 200 Words) |
|  | |
| Project Location: | Insert Town or Venue |
|  | |
| Project Postcode: | Insert the postcode for where the project will take place (this may be different from the address of the organisation) |
|  | |
| Closest Railway Station: | Insert Railway Station Name |
|  | |
| Distance: | Insert distance from the project to the Closest Railway Station Miles (as the crow flies) |

## SECTION 3: PROJECT IMPACT

Please describe how the project contributes towards the three aims of the Transform Grants scheme:

* Positive environmental impact
* Encourage and facilitate social inclusion
* Tackle and reduce youth unemployment

Projects do not have to tackle all three themes, but the more themes that are addressed the greater the opportunity to score judging points.

|  |  |
| --- | --- |
| **3A** | ENVIRONMENTAL IMPACT |
| Please describe how this project will benefit the **environment** |
| Insert response |
|  | |
| **3B** | **SOCIAL INCLUSION** |
| Please describe how this project will promote **social inclusion** |
| Insert response |
|  | |
| **3C** | **YOUTH UNEMPLOYMENT** |
| Please explain how this project will help tackle **youth unemployment** |
| Insert response |

## SECTION 4: PARTICIPANTS

|  |  |
| --- | --- |
| **4A** | Who will be involved in the project? |
| Insert response |
|  | |
| **4B** | How will participants be attracted to / recruited to the project? |
| Insert response |
|  | |
| **4C** | What qualifications will participants gain? |
| Insert response |
|  | |
| **4D** | What volunteering opportunities can you offer for TransPennine Express staff to support the project? |
| Insert response |

## SECTION 5: SUSTAINABILITY

|  |  |
| --- | --- |
| **5A** | What steps will you take to ensure the impact of the project is sustained beyond its delivery? |
| Insert response |
|  | |
| **5B** | What steps will you take to ensure materials used are from sustainable sources? E.g. Avoiding single use plastic waste. |
| Insert response |

## SECTION 6: FUNDING

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **6A** | **GRANT VALUE**  How much money are you applying for? *(maximum £5,000)* | | | | | | £ Insert Value |
|  | | | | | | | |
| **6B** | **ITEMISED COSTS** | | | | | | |
| Please provide an itemised breakdown of what the money will be spent on *(the more detail you con provide, the easier it is for our judges to assess your application)* | | | | | | |
| **ITEM** | | | **COST** | | **QUANTITY** | **TOTAL** |
| 1 | Insert item description | | £ Insert Value | | Insert Quantity | £ Insert Value |
| 2 |  | | £ | |  | £ |
| 3 |  | | £ | |  | £ |
| 4 |  | | £ | |  | £ |
| 5 |  | | £ | |  | £ |
| 6 |  | | £ | |  | £ |
| 7 |  | | £ | |  | £ |
| 8 |  | | £ | |  | £ |
| 9 |  | | £ | |  | £ |
| 10 |  | | £ | |  | £ |
| **TOTAL** | | | | | | £ Insert Value |
|  | | | | | | | |
| **6C** | **MATCH FUNDING** | | | | | | |
|  | Please provide details of any funding in addition to a Transform Grant which you are seeking or have secured for the project. | | | | | | |
|  | **Source** | | **Value** | | **Caveats / Conditions** | | |
|  | 1 | Insert funding source description | £ Insert Value | | Provide details of any caveats which apply to the funding e.g. timescales | | |
|  | 2 |  | £ | |  | | |
|  | 3 |  | £ | |  | | |
|  | 4 |  | £ | |  | | |
|  | 5 |  | £ | |  | | |

## SECTION 7: DELIVERY

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **7A** | **PROJECT START DATE:** | | Choose a date. | |
|  | | | | |
| **7B** | **PROJECT END DATE:** | | Choose a date. | |
|  | | | | |
| **7C** | **MILESTONES** | | | |
|  | Please provide an overview of the steps involved in the delivery of your project. These should be the key milestones. | | | |
|  | **Activity** | | | **Timescale** |
|  | 1 | Insert activity description | | Insert timescale, e.g. 4 Weeks |
|  | 2 |  | |  |
|  | 3 |  | |  |
|  | 4 |  | |  |
|  | 5 |  | |  |
|  | 6 |  | |  |
|  | 7 |  | |  |
|  | 8 |  | |  |
|  | 9 |  | |  |
|  | 10 |  | |  |

## SECTION 8: MEASUREMENT

|  |  |  |
| --- | --- | --- |
| **8A** | How will the impact of the project be measured? | |
| Insert response | |
|  | | |
| **8B** | What are the three key success factors for this project? | |
| 1 | Insert response |
| 2 |  |
| 3 |  |

## SUBMITTING YOUR APPLICATION

You’re nearly there! We can’t wait to review your application and hear about the fantastic project you’re planning.

To help make sure we’ve got everything we to evaluate your application, follow the steps below.

1. Check that you have completed every section of the application form.
2. Save your application form as a PDF. The file name should be in the format:

**TPExpress\_Transform2019\_[Project\_Name]**

Submissions must be provided as a PDF produced using Microsoft Word. We cannot accept any other file format or hand written/scanned documents.

1. Submit your application form by visiting [tpexpress.co.uk/about-us/community/transform-grants](https://tpexpress.co.uk/about-us/community/transform-grants) and using the submission link by 23:59 on 27th September 2019