

# DENMAN TRUST GRANT SCHEME APPLICATION FORM

**Thank you for being prepared to boost your members' educational opportunities within the WI with the support of a Denman Trust Grant! Before proceeding with this form please ensure that you have referred to all the attached documents.**

Please complete the form below, either digitally or by hand.

Send the completed form either by email to [denmangrants@nfwl.org.uk](mailto:denmangrants@nfwl.org.uk) or by post addressed to Director of Learning & Development, Denman Trust Grant Scheme, to The Lambourn, Wyndyke Furlong, Abingdon, Oxfordshire, OX14 1UJ by the **30<sup>th</sup> April 2026**. **(Please note applications received after this date will not be accepted)**

## Section A: ABOUT YOU

1. Please tick to confirm that you have read the eligibility requirements outlined in the Application Information document: ☐
2. The Denman Trust welcomes applications from individual federations or groups of federations. Please tick to confirm your application type:  
Single application ☐  
Group application ☐

Federation name, address and postcode (if this is a group application, please list all federations):

Address for correspondence, if different from above:

Charity website address (if applicable):

Charity Registration Number:

## Section B: ABOUT YOUR PROJECT

1. Please provide an overview of your project. **(Limit 200 words)**

*(please also provide the address and postcode of where the project will take place, if different from the above, and the project name)*

2. What are the primary objectives of your project? **(Limit 300 words)**

*(please use the space below to explain what you aim to achieve, who will benefit from it and what difference your project will make)*

**(Section B continued)**

**3.** How will your project achieve the above objectives? **(Limit 250 words)**

**4.** How long will your project take? What are the timings of the key activities? **(Limit 250 words)**  
*(please note you will have 18 months to complete the project from the release of the funds)*

**(Section B continued)**

5. How will the project benefit members within your federation(s)? **(Limit 150 words)**  
*(please also estimate the number of members who will benefit from your project)*
6. Who will manage the project? What skills and experience will they bring to the project? **(Limit 150 words)**  
*(please give details of the members(s) that will manage the project)*
7. Will the proposed project be a collaboration with (an) other organisation(s)? **(Limit 250 words)**  
*(please describe the organisation(s) and how this collaboration will benefit the project)*

**(Section B continued)**

8. How much will your whole project cost?
9. Are you planning to fund your project by supplementing the Denman Trust Grant with federation funds?  
Yes ☐ Please specify the amount:  
No ☐
10. If you are applying for external funding, which sources or organisations do you expect to approach? How much for? If you have already approached any organisations have you had a response? Include a breakdown of costings. **(Limit 150 words)**

(Section B continued)

- 11.** How much money are you requesting from the Denman Trust? Please use the table below to provide a breakdown of costings.

*(Please note that the upper limit is £10,000 per federation)*

Costs spreadsheet	
Enter data in unshaded cells only. Do not alter shaded cells.	
Project costs are the costs that relate clearly to a project (examples are for guidance only).	
Step 1: Enter your project's costs	
List cost descriptions and amounts	£
<i>Example: volunteer expenses</i>	
<i>Example: room hire</i>	
<b>Total project costs</b>	
Step 2: The contribution you are asking us to make	
<b>Total contribution towards your project</b>	

**(Section B continued)**

- 12.** Please identify up to five potential risks for the project and describe briefly how these will be managed?

*(examples below are for guidance only)*

	<b>Risks</b>	<b>Impact H/M/L</b>	<b>Likelihood H/M/L</b>	<b>Actions &amp; Controls (Steps to mitigate risks)</b>	<b>Responsibility</b>
1	<u>Example: -Financial Risks:</u> Cost overruns	M	M	Include a contingency budget (5-10%). Monitor expenditure closely and adjust resource allocation if necessary.	Federation Treasurer
2	<u>Example: -Operational risks:</u> Delay in project due to logistical issues ( e.g: venue availability)	M	M	Secure multiple venue options and confirm bookings in advance. Have backup options for key logistics, such as virtual alternatives.	Volunteer Project Manager
3	<u>Example: -</u> <u>Legal/Compliance risks</u>  Data protection breach	H	L	Ensure staff are trained in data protection regulations.	Compliance volunteer
4	<u>Example: - Health &amp; Safety risks</u> Accidents during workshop/event	H	L	Conduct health and safety risk assessments for all venues and activities. Ensure staff and volunteers are trained in first aid.	Health & Safety Volunteer

- 13.** Please tick to confirm you have read the Denman Grant Policy, NFWI Safeguarding Policy and the NFWI Equality Diversity & Inclusion policy ☐
- 14.** Have you approached the Denman Trust within the last 3 years?  
*(a federation can only receive a Denman Trust Grant once in every three-year period)*  
Yes ☐  
No ☐ *(Please give details including the date and amount of your most recent grant)*

**Section C: FEDERATION CONTACT AND BANK DETAILS**  
***(Federation Chairman and Treasurer to complete)***

Federation Chairman Name:

Federation Treasurer Name:

Telephone number:

Email address:

Date:

(Section C continued)

### **Federation Bank Details**

Name of Bank:

Name of Account:

Account Number:

Sort Code:

### **Section D: SIGNATURES**

By signing this form you acknowledge that you have understood the conditions of the Denman Trust award scheme and that the information you have submitted is, to the best of your knowledge, accurate.

Chairman Signature:

Treasurer Signature:

.....  
***Thank you for taking the time to complete the application.***

***We aim to contact you within 12 weeks of the closing date with our decision. We may contact you during this period for more information if required. If we receive an overwhelming number of applications this timeline may be revised. We will be as transparent as we can be about the reasons for our decision and provide you with feedback on your application.***

#### **What to do in the meantime?**

We understand you will be keen to get started, but please refrain from making any spending commitments or agreements with suppliers until the grant is approved.

#### **What to do if successful?**

You will receive an award letter, which must be completed and signed by both the Federation Chair and Treasurer. Once signed, please return the letter either by email to [denmangrants@nfwf.org.uk](mailto:denmangrants@nfwf.org.uk) or by post to the Director of Learning & Development, Denman Trust Grant Scheme, The Lambourn, Wyndyke Furlong, Abingdon, Oxfordshire, OX14 1UJ. Upon receipt of the signed letter, we will proceed with the release of the funds.

#### **What to do if unsuccessful?**

This will depend on the reasons why your application has been unsuccessful. You may wish to appeal the decision through the appeals process and information on this will be provided to you at the time.