



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.

Choose File No file chosen
Upload

Additional Information

* How did you hear about John Lyon's Charity?

Young People's Foundation ▾

Please tick if you are currently in receipt of any other funding from JLC. ⓘ

Please tick if you have previously received funding from JLC. ⓘ

From time to time John Lyon's Charity is able to provide capacity building support. Please let us know if you are interested in any of the following:

Capacity Building Officer Comms Digital/Technology Finance Fundraising Governance/Trustee Property
 Safeguarding Strategy Supervision

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. ⓘ

Please remember to post an original hard copy of your organisation's bank statement to: John Lyon's Charity, Griffin Lodge, 45a Cadogan Gardens, London, SW3 2TB. The bank statement must be dated within the last three months. If you only receive online statements you will need to provide an original letter from your bank confirming your account details, or have your online statement stamped and signed by the bank to confirm the details are correct. We will return the original document to you.

Save & Finish Later

Review & Submit

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

Choose File No file chosen
Upload

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Save & Finish Later

Update

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

Optional
Choose File No file chosen
Upload

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Save & Finish Later

Submit

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.