



# **FUNDING APPLICATION FORM**

**2025**

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## INTRODUCTION

The purpose of this document is to provide an overview of our grant funding application process so that all charities and causes considering applying to AABIE can review the questions which they will be required to respond to in our application form.

Please note that this document is to provide an overview only - all Funding Applications must be made via our [online application form](#). Direct emails/letters/fax/phone calls will not be considered and will instead be redirected to our online application form.

Prior to submitting an application to AABIE it is worth reviewing the [Funding Criteria and Terms & Conditions](#) section of our website to understand the types of items/causes we are not able to fund. Our website also includes more information about AABIE and showcases some of our 'Success Stories' which detail previous successful applicants and the type of work we are able to support.

Our Grant Rounds take place quarterly, when we invite applications for funding, applications must be submitted on or before the deadlines:

Grant Round Deadline	Trustee Meetings & Replies to Applications
31 December	January
31 March	April
30 June	July
30 September	October

Our board of trustees consider all applications and approved awards are usually paid out within a month of the closing date.

For any enquiries, please email [aabie@aab.uk](mailto:aabie@aab.uk).

Please note:

- You will be sent a copy of the completed application form via email once it has been submitted to AABIE
- The AABIE Board of Trustees meet four times a year to consider applications
- Successful applicants will be notified shortly after the relevant grant round deadline
- If a grant is awarded, AABIE may request an update as to how the funds have been applied.

## PART ONE – WHO IS THE GRANT FOR?

Name of person or organisation:

Address:

Telephone number of person or organisation:

In 50 words or less, please summarise exactly how you plan to use the funding requested in this application:  
(There will be the opportunity to go into more detail later in the application process)

## PART TWO – ABOUT YOU

Name of person making the application:

Position in organisation, or relationship to person named in Part One:

Contact phone number (daytime):

Mobile number:

Email address:

Address for correspondence:

### SECONDARY CONTACT

Name:

Contact phone number:

Email address:

## PART THREE – WHAT IS THE GRANT FOR?

Are you applying for (select all): Funding/Volunteer time

Tell us about your organisation/person/you (Please give a summary):

Organisation website address (if applicable):

What geographical area will the grant cover?:

Organisations must supply their most recent annual review and audited accounts. Please upload these here.

Please provide details of the project for which you are seeking support:

What is the aim of the project and why is it required?:

How many people and what type of people will benefit? (e.g. children):

Please select all of AABIE'S aims which this project fits into (please select all that apply):

- prevention or relief of poverty
- advancement of education
- advancement of health
- advancement of citizenship or community development
- promotion of religious or racial harmony
- promotion of equality or diversity
- advancement of environment protection or improvement
- advancement of animal welfare
- relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.

What will be the estimated total cost of your project? Please include VAT and delivery costs:

How much money have you already raised towards this total cost?:

How much money do you wish to apply for?:

Due to AABIE's specific funding criteria, please provide a cost breakdown of the funds you wish to apply for and (if possible) at least two written quotes per item.

Upload a file (this is a mandatory field)

How much volunteering time do you wish to apply for?:

By whom will the project be monitored and evaluated and how frequently?:

Have you ever applied to AABIE for a grant?: Yes/No

If 'Yes', when was this, what was it for, and please state if you were successful or not?:

Have you tried to get funding from any other organisation?:

If 'Yes', please give more information:

## PART FOUR – OTHER INFORMATION

Is there any other information you would like to be considered in support of your application? (e.g. a supporting letter from a medical professional):

Upload any documents here.

How did you hear about AABIE?:

## PART FIVE – WHICH CHARITY IS SUPPORTING YOUR APPLICATION?

If you are a charity, or if a charity is accepting payment on behalf of an individual, please name the charity:

What is the charity registration number:

What is the address of the charity:

Name of contact person at this charity:

Are you happy for your details to be used in publicity material? For example, on our website, in press releases or newsletters. Please tick the appropriate box below:

Yes		No		Yes, but please change the names used in any material	
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With regards to safeguarding children or vulnerable beneficiaries, please confirm that the organisation has safeguarding policies and procedures in place, and that these are reviewed on a regular basis.

Yes		No	
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Copies of your organisations safeguarding policies and procedures can be uploaded to support this.

## PART SIX – GRANT FUND

Grant fraud is taken very seriously by AABIE. We appreciate your co-operation in ensuring that all grants made are used for their intended charitable purpose. In instances where we believe that grant fraud has taken place, we will request repayment of the grant and will not accept future applications.

Please tick the box to confirm you have read and understood this:

☐ I understand

## PART SEVEN – DATA USAGE

The application process requires that AABIE collects data about your charity. This information may be used as part of the process of monitoring the use of our funding. On occasion, AABIE may share the information with other grant providers and auditors for the following purposes:

- determining, preventing or detecting crime
- ensuring that no one individual is receiving multiple grants
- as part of our external auditing requirements

Information will not be kept for longer than is required and will be destroyed in accordance with laws and regulations. By submitting an application, you give your explicit consent for us to process data relating to your organisation for the purposes outlined here.

Please tick the box to confirm you have read and understood this:

☐ I understand

## PART EIGHT – DECLARATION

When you have completed all questions included in this application, please sign the following declaration:

- ☐ I confirm that I am authorised to sign this application on behalf of the organisation
- ☐ I confirm that all the information given is accurate to the best of my knowledge
- ☐ If the application is successful, I accept that funds can only be spent in accordance with the application and that any deviation may result in repayment of the whole of the funding

Name:

Date:

ALL SECTIONS OF THE APPLICATION FORM MUST BE COMPLETED AND MUST BE ACCOMPANIED BY THE BELOW. APPLICATIONS WILL NOT BE CONSIDERED WITHOUT ALL OF THE RELEVANT SUPPORTING DOCUMENTS.

PLEASE NOTE WE DO NOT PAY FUNDS INTO INDIVIDUALS OR FAMILIES BANK ACCOUNTS. WE WILL PAY THE SUPPLIER DIRECT IF GOODS ARE BEING FUNDED. WE WILL PAY DIRECT TO A REGISTERED CHARITY.

Please tick the appropriate boxes in this check list before you submit your form:

Have you enclosed at least two written quotes per item (if goods are being funded)

- ☐ Uploaded
- ☐ I will send this in the post

Have you enclosed a supporting letter? (if applicable)

- ☐ Uploaded
- ☐ I will send this in the post

If you are an organisation, have you enclosed a copy of your most recent ANNUAL REVIEW AND AUDITED accounts?

- ☐ Uploaded
- ☐ I will send this in the post

Have you kept a copy of this application and the quotes for yourself? (The application will be emailed to you once you have submitted it):

- ☐ Uploaded
- ☐ I will send this in the post



## PART NINE – NEXT STAGE/PROCESS

Our Grant Rounds take place quarterly, when we invite applications for funding, applications must be submitted on or before the deadlines:

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- Successful applicants will be notified as soon as possible after the relevant grant round deadline
- If a grant is awarded, AABIE may request an update as to how the funds have been applied
- If a grant is awarded, the charity must notify AABIE of any instances of a breach of safeguarding policies and also notify AABIE of any notifiable matters that are reported to OSCR.



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[www.aab.uk/about/aabie](http://www.aab.uk/about/aabie)

**SCOTLAND + ENGLAND + IRELAND**