



Guidance for Applicants



This document is designed to support you as you prepare to complete your application form however, please note we cannot accept any application forms via paper / email.

All applications must made via the Legacy Fund section of our website



Document Control

Governance	
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Owner	Joy Overend
Authorised By	Kirsty Wilkins

Purpose

A copy of the Legacy Fund Policy is available at www.pilgrimseurope.com We suggest familiarising yourself with our purpose & scope when considering your eligibility for funding

Transparency

Please answer all questions truthfully & transparently. The questions are designed to ensure we have a full understanding of your organisation when considering awarding funding.

Application Form

Please find within the questions you will be asked and the information you will need to submit as part of the application. Free text answers are capped at 4000 characters.

Q#	Question	Response Type	Choice Options (where applicable)
1	Your Full Name	Text	
2	Your role / details of your association with the applicant organisation	Text	
3	Your contact email address	Text	
4	Your contact telephone number	Text	
5	Name of applicant organisation	Text	
6	Which type of organisation are you? Select all which apply	Multiple choice (multi-select)	Registered charity or community organisation; Not-for-profit group or Community Amateur Sports Club; Educational or training institution; Cultural or environmental organisation; Social enterprise with a clear community benefit; Other
7	Registered address for organisation	Text	
8	Registered charity number for organisation (if not applicable please write NA)	Text	
9	Associated website for organisation (if not applicable please write NA)	Text	
10	Social media platforms	Multiple choice (multi-select)	YouTube; Instagram; Snapchat; Facebook; LinkedIn; TikTok; None of the above; Other
11	Has the organisation received any donation from Pilgrim's in the last 12 months?	Yes/No	Yes; No
12	Please provide details of this donation	Text	
13	Has the organisation or trustees/directors/officers been subject to allegations or charges for fraud, bribery, corruption, money laundering or related activities?	Yes/No	Yes; No
14	Is the organisation a government entity, government-owned entity, public school, public university, public hospital or similar body?	Yes/No	Yes; No
15	Is any government official connected to the organisation?	Yes/No	Yes; No
16	Is the organisation connected to a current or potential customer, supplier, vendor or contractor?	Choice	Yes; No; Not that I am aware of
17	Please provide details of the connection	Text	

18	Is there any current tender, open bid, contract negotiation, renewal or dispute involving a connected party?	Choice	Yes; No; Not that I am aware of
19	Please provide details of the current tender, open bid, contract negotiation, renewal or dispute	Text	
20	Are you willing to accept financial audit to demonstrate the funds were allocated reasonably and transparently for the purpose?	Yes/No	Yes; No
21	Organisation overview, mission and services	Text	
22	Please confirm the value range of your request	Single choice	Less than £4,999 / €5,999; £5,000 / €6,000 or higher
23	Project description and specifics	Text	
24	How will funding be used?	Text	
25	Key milestones / timelines	Text	
26	Expected completion date	Text	
27	Difference project will make	Text	
28	Number of people directly benefiting	Text	
29	Number of people indirectly benefiting	Text	
30	Beneficiary groups	Multiple choice (multi-select)	Children/Young People; Adults; Families; Older People; People with Disabilities; People experiencing poverty/disadvantage; Ethnic minority communities; People with health conditions; Local community; Other
31	Risks / challenges facing project	Text	
32	Anything else panel should consider?	Text	
33	Alignment with Pilgrim's Europe Vision & Values	Text	
34	Nearest Pilgrim's Europe location in miles	Text	
35	Referring employee name and employee number	Text	
36	Allocated Funds declaration	Agreement checkbox	I agree
37	Impact Report declaration	Agreement checkbox	I agree
38	Organisational IP Permission declaration	Agreement checkbox	I agree