



Building Happier Futures Application Questions Spring 2025

About you:

- Name of your Organisation
- Postal Address
- Phone Number
- Website
- Name of Contact
- Contact Role Title
- Contact Phone Number
- Contact Email Address

About your Organisation:

- Legal Status of your organisation (e.g. charity, community interest group, company limited by guarantee)
- If you are not registered, please share more information on your organisation's charitable/legal status
- Name and role titles of all responsible directors/trustees
- Your organisation's gross annual income
- Please explain any connections that you, your organisation, or any individual within your organisation has with the John Lewis Partnership, including both Waitrose & John Lewis.
- How did you hear about the John Lewis Partnership Foundation? e.g Community Liaison at John Lewis, Community Lead at Waitrose, Social Media, Web Search.

John Lewis Partnership Foundation

Registered office: 1 Drummond Gate, London, SW1V 2QQ

Registered Charity number: Registered in England and Wales (1118162)

Registered Company number: Registered in England and Wales (06058796)

About your Project or initiative

- Please tell us about your organisation's mission and objectives, and how they meet the Building Happier Futures funding criteria.
Maximum 350 Words
- Please give a brief outline of the project or initiative for which you're seeking funding.
Minimum 500 words
- How much money are you applying for?
- Please share details of any funding already secured for this project.
- Please describe how any grant money would be spent.
- Please tell us about how the project will be managed.
- Who will benefit from your project?
- How will you measure the success of your project? The Foundation is interested in details such as the metrics you will apply, the evaluation and reporting frameworks, and the time periods etc. Please list a minimum of three. Please ensure that your objectives are SMART (Specific, Measurable, Achievable, Relevant and Time bound). Please see the guidance pack for more information.
Objective One
Objective Two
Objective Three
Objective Four (optional)
Objective Five (optional)
- How many direct connections would you estimate to make through this funding?
Please see the guidance pack for support on answering this question.

Supporting Documents:

In order to be considered, all applications must be accompanied by the following supporting documents:

- A copy of your organisation's most recently audited accounts.
- An income and expenditure schedule for your organisation for the current year.
- A proposed income and expenditure statement for the specific project that you are seeking funding for.

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- Written confirmation signed by the CEO of your organisation confirming that DBS Checks (PVG in Scotland) have been and will be carried out on all staff and volunteers working with children or vulnerable adults.
- A copy of your organisation's whistleblowing policy, signed by the CEO guaranteeing that the policies are current and effective.
- A copy of your organisation's safeguarding policy, signed by the CEO guaranteeing that the policies are current and effective.
- Please provide reporting on any safeguarding incidents (reported or unreported) over the past 5 years, and any fraud incidents over the last 5 years.
- Any other information that you would like to include in support of your application. Please keep this to less than two pages.

Once you have all of these documents and you have submitted this form, please email the documents and your charity's information to trustsandfoundations@johnlewis.co.uk using the email subject of "JLPF BHF Application Supporting Documents".

Declaration

I confirm that all the information I have provided in this application is correct. Knowingly providing false information will invalidate your application and may nullify any offer of funding that has been made on the basis of this document.

Please note, we are unable to continue with any applications until we have received your supporting documents. Please email the documents and your charity's information to trustsandfoundations@johnlewis.co.uk using the email subject of "JLPF BHF Application Supporting Documents".

Name

Position Held

Date

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