



**John Lewis Partnership Foundation  
Nature Fund  
Application Questions Spring 2025**

**About you and your organisation:**

- Name of your organisation
- Postal Address
- Phone Number
- Website
- Name of contact
- Contact Role Title
- Contact Phone Number
- Contact Email Address
- Legal status of your organisation (e.g. charity, community interest group, company limited by guarantee)
- Registered Charity Number/Community Interest Group Number/Company Number
- If you are not registered, please share more information on your organisation's charitable/legal status.
- Names and role titles of all responsible Directors and/or Trustees.
- Your organisation's last three years of annual income (2024, 2023 & 2022)

- 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

## About your project or initiative

- How does your proposed project meet the aims of the Nature Fund as a UK Nature Charity? Please make reference to the key theme for our Spring 2025 appeals. The funding will target projects that support:

Access to nature and/or

Employability and skills related to nature

Maximum 350 words

- Please give a brief outline of the project or initiative for which you're seeking funding.

Maximum 500 words

- How much money are you applying for?
- Please share details of any funding already secured for this project.
- What proportion (%) of the total funds for the project is sought from the Nature Fund?

Please note that the Nature Fund are looking to make a significant contribution to the project with a contribution of at least 50% of the total project costs.

- Please provide a summary of the project plan\* and any methods/ techniques that you propose to use

Project specific applications:

Please complete this section using a SMART framework for your project. Please keep this succinct, eg. using bullet points to outline your response.

Breakdown your project into Specific interventions or actions. For each intervention or action, explain:

How it is Achievable and Realistic/ Relevant How you will Measure that your actions have had an impact (e.g. what indicators can you use to demonstrate that your action or

intervention is making a difference? How can you quantify this?). What your time and cost constraints will be.

Please include references to external resources where relevant

Maximum 350 words

## **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.
- 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.
- Your latest impact report from your last funding grant from the JLPF Nature fund and/or the John Spedan Lewis Foundation.

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](mailto:trustsandfoundations@johnlewis.co.uk) using the email subject of "JLPF Nature Fund 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.

- Yes

- No

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](mailto:trustsandfoundations@johnlewis.co.uk) using the email subject of "JLPF Nature Fund Application Supporting Documents".

- I confirm that I have sent my additional documentation

- Name
- Position Held
- Date