|  |  |  |
| --- | --- | --- |
| **About your organisation – diversity, equity and inclusion data** | | |
| The data that we are collecting and the language used is based on the [**DEI Data Standard**](https://www.funderscollaborativehub.org.uk/collaborations/dei-data-standard)**.** Please answer the questions to the best of your ability. Questions marked with an asterisk (**\***) are mandatory. All others are optional.  **Why we are collecting this data**  PHF is committed to centring diversity, equity and inclusion issues within our work. We want to ensure our funding is reaching communities most affected by systemic discrimination and oppression. More information about how we are doing that can be found on our [**website**](https://www.phf.org.uk/about-phf/#diversity-equity-and-inclusion).  We would like to understand more about the purpose and leadership of the organisations that we are supporting. This information will help us to understand our applicants and grantees, identify any imbalance in our funding and help us to improve.  We may use the information you provide as part of your application assessment.  **How we will share this data**  When publishing information about grants we have awarded on websites like 360Giving's GrantNav, data shared about who the work is supporting, the organisation's leadership and the organisation's mission may be included in the grant details.  If you are not successful in being awarded a grant any information that we share or publish will be aggregated with information from other grant applicants, and details for your organisation will not be identifiable.  Our [**Privacy notice**](https://www.phf.org.uk/privacy-notice/) provides further detail about how we will use this information.  This form includes the opportunity to opt out of publication of your leadership data if you wish.  **Feedback**  We know that these issues are sensitive and that the language used to describe different identities is contested and evolving quickly.  We welcome feedback on our approach and the language used. If you would like to comment, please email: [**DEI@phf.org.uk**](mailto:DEI@phf.org.uk) or complete this [**anonymous survey**](https://www.surveymonkey.co.uk/r/FCB5565)**.**  Any feedback you provide will be dealt with confidentially and will not impact your relationship with PHF. | | |
| **Section 1: The people/communities who will benefit from the work you are seeking funding for** | | |
| We want to know if the people your proposed work will support share a particular identity and/or experience(s). And if they do, we'd like to know what those shared characteristics are.  By this we mean that 75% or more of the people your work will support share a particular identity and/or experiences. You can choose more than one of the categories below. But please note that 75% or more of the people your work supports should share these identities and/or experiences.  For example, if the people your work will support includes at least 75% female refugees, this would qualify as supporting a specific group: women who are refugees. So they would fall under two categories: • ‘Women and girls' • ‘People who have migrated and/or have experience of the immigration system’ | | |
| **Question:** | **Answer** |  |
| 1) Please select any category that you anticipate that 75% or more of people benefiting from your proposed work will identify with.  You may select from multiple categories to reflect the intentions of your work. | Tick Box | Our Proposed work will support:   * A general population – it is not aimed at a specific group of people * Communities experiencing racial inequity * Faith communities * People who have migrated and/or have experience of the immigration system * Deaf, disabled and/or neurodivergent people and/or people with mental health conditions * Older people (typically those aged 60 and over) * Children and Young people (typically those aged under 25) * Women and girls * LGBTQI+ People * People who are educationally or economically disadvantaged * Other lived experience (please list below) * Prefer not to say |
| 2) If you selected ‘other lived experience’, please describe below.    *Examples: Men and boys; A local community; Care experienced young people; People recovering from alcohol addiction; People with experience of the criminal justice system.* | Free text box | Fill in your own words |
| **Section 2: About the leadership of your organisation**  We would like to understand more about the leadership of the organisations that we are supporting. | | |
| **Question:** | **Answer** | |
|  | **Type** | **Other Info** |
| 3) If you would like to opt out of the publication of your leadership data in this section please tick here. | Tickbox | Optional tickbox |
| 4) **\***How many people in your organisation are in Board / trustee positions? | Free Text | Fill in your own details |
| 5) **\***How many people in your organisation are senior staff? | Free Text | Fill in your own details |
| In line with the [**DEI Data Standard**](https://www.funderscollaborativehub.org.uk/collaborations/dei-data-standard)**,** we define an organisation as being led by specific communities or groups if at least 75% of the Board of Trustees / Management Committee **AND** at least 50% of senior staff self-identify in this way.  Please answer the following questions to the best of your knowledge. If you need assistance calculating the percentages, please use this [**calculation tool**](https://percentagecalculator.net/)**.**  If you tick Question 6, please select 'Don't Know' to Questions 7a – i. | | |
| **Question:** | **Answer** | |
|  | **Type** | **Other Info** |
|  |  |  |
| 6) We don’t collect this data and/or we are not in a position to answer these questions at the moment | Tick Box | Optional tick box |
| **\*7) What percentage of your organisation’s leadership self-identifies in the following areas:** | | |
| **\***7a) Communities experiencing racial inequity | Dropdown Selection | Select 1 from the following:  Board of Trustees / Management Committee:   * 0%; * 1%-24%; * 25%-49%; * 50%-74%; * 75%-100%; * Don’t know   Select 1 from the following:  Senior staff:   * 0%; * 1%-24%; * 25%-49%; * 50%-74%; * 75%-100%; * Don’t know |
| **\***7b) Faith communities | Dropdown Selection | Select 1 from the following:  Board of Trustees / Management Committee:   * 0%; * 1%-24%; * 25%-49%; * 50%-74%; * 75%-100%; * Don’t know   Select 1 from the following:  Senior staff:   * 0%; * 1%-24%; * 25%-49%; * 50%-74%; * 75%-100%; * Don’t know |
| **\***7c) Communities with lived experience of the immigration system | Dropdown Selection | Select 1 from the following:  Board of Trustees / Management Committee:   * 0%; * 1%-24%; * 25%-49%; * 50%-74%; * 75%-100%; * Don’t know   Select 1 from the following:  Senior staff:   * 0%; * 1%-24%; * 25%-49%; * 50%-74%; * 75%-100%; * Don’t know |
| **\***7d) Deaf, disabled and/or neurodivergent People and/or people with mental health conditions | Dropdown Selection | Select 1 from the following:  Board of Trustees / Management Committee:   * 0%; * 1%-24%; * 25%-49%; * 50%-74%; * 75%-100%; * Don’t know   Select 1 from the following:  Senior staff:   * 0%; * 1%-24%; * 25%-49%; * 50%-74%; * 75%-100%; * Don’t know |
| **\***7e) Older people (typically those aged 60 and over) | Dropdown Selection | Select 1 from the following:  Board of Trustees / Management Committee:   * 0%; * 1%-24%; * 25%-49%; * 50%-74%; * 75%-100%; * Don’t know   Select 1 from the following:  Senior staff:   * 0%; * 1%-24%; * 25%-49%; * 50%-74%; * 75%-100%; * Don’t know |
| **\***7f) Young people (typically those aged 16 to 25) | Dropdown Selection | Select 1 from the following:  Board of Trustees / Management Committee:   * 0%; * 1%-24%; * 25%-49%; * 50%-74%; * 75%-100%; * Don’t know   Select 1 from the following:  Senior staff:   * 0%; * 1%-24%; * 25%-49%; * 50%-74%; * 75%-100%;   Don’t know |
| **\***7g) Women and girls | Dropdown Selection | Select 1 from the following:  Board of Trustees / Management Committee:   * 0%; * 1%-24%; * 25%-49%; * 50%-74%; * 75%-100%; * Don’t know   Select 1 from the following:  Senior staff:   * 0%; * 1%-24%; * 25%-49%; * 50%-74%; * 75%-100%; * Don’t know |
| **\***7h) LGBTQI+ People | Dropdown Selection | Select 1 from the following:  Board of Trustees / Management Committee:   * 0%; * 1%-24%; * 25%-49%; * 50%-74%; * 75%-100%; * Don’t know   Select 1 from the following:  Senior staff:   * 0%; * 1%-24%; * 25%-49%; * 50%-74%; * 75%-100%; * Don’t know |
| **\***7i) People who are educationally or economically disadvantaged | Dropdown Selection | Select 1 from the following:  Board of Trustees / Management Committee:   * 0%; * 1%-24%; * 25%-49%; * 50%-74%; * 75%-100%; * Don’t know   Select 1 from the following:  Senior staff:   * 0%; * 1%-24%; * 25%-49%; * 50%-74%; * 75%-100%; * Don’t know |
| **\***8) Does the majority of the leadership of your organisation (by this we mean 75% or more of the Board of Trustees/ Management Committee AND 50% or more of senior staff) identify with other types of lived experience that are not included above?  If so, please describe below. **Please do not include any information that may identify specific individuals.**  *Examples: Men and boys; Care experienced young people; People recovering from alcohol addiction; People with experience of the criminal justice system.* | Free Text | Fill in your own details |
| **Section 3: About the mission or purpose of your organisation**  We’d like to understand more about the mission of the organisations that we’re supporting.  By this we mean any specific groups or communities that are included in your organisation’s constitution, governing documents or strategy.    If specific groups are mentioned, please select from the list below - you can choose more than one category.    If specific groups are not mentioned, please choose ‘We do not have a mission specifically related to any of the groups listed’. | | |
| **Question:** | **Answer** | |
|  | **Type** | **Other Info** |
| 9) **\***Is the mission of your organisation to help any of these groups? | Tick box | Tick as many that apply   * We do not have a mission specifically related to any of the groups listed * Communities experiencing racial inequity * Faith communities * People who have migrated and/or have experience of the immigration system * Deaf, disabled and/or neurodivergent people and/or people with mental health conditions * Older people (typically those aged 60 and over) * Children and young people (typically those aged under 25) * Women and girls * LGBTQI+ People * People who are educationally or economically disadvantaged |
| 10) If there is any additional information you wish to share about how your organisation is approaching issues relating to diversity, equity and inclusion with your staff, volunteers or for those you work with, please do so here. | Free Text | Fill in your own details |

|  |  |  |
| --- | --- | --- |
| **Application: Arts-based Learning Fund** | | |
| **Question:** | **Answer** | |
|  | **Type** | **Other Info** |
| To find out if you can apply to the Foundation, please look at our [**exclusions**](https://www.phf.org.uk/our-funding/#exclusions) and take our quiz to check if you’re eligible **(**[**Quiz**](https://www.phf.org.uk/our-funding/#am-i-eligible)**)**  Some of our Funds also have specific requirements. Have you checked the [**What we are looking for**](https://www.phf.org.uk/funds/arts-based-learning-fund/#what-we-are-looking-for) and [**What we will not fund**](https://www.phf.org.uk/funds/arts-based-learning-fund/#what-we-will-not-fund) pages? | | |
| \*I have taken the quiz, read & understood the Eligibility criteria & specific requirements for this fund | Tick Box | Tick box to confirm |
| \*Previous Contact: Please let us know if your organisation: | Tick box selection | Select 1 of the following options:   * Has been funded by PHF in the last five years * Has submitted an unsuccessful application in the last five years * Hasn’t applied to PHF before * Has been funded by PHF over five years ago |
| If you have already spoken to someone at the Foundation - please let us know who this was: | Free Text | Fill in your own details |
| How did you hear about Paul Hamlyn Foundation? | Free Text | Fill in your own details |
|  |  |  |
| \*What is your organisation's name? | Free Text | Fill in your own details |
| What is your organisation's legal name? | Free Text | Fill in your own details |
| If your organisation is known by any other name, please give that name as well | Free Text | Fill in your own details |
| \*Organisation address details: Building no, Street, Town/city, Postcode | Free Text | Fill in your own details |
| \*Organisation Telephone number | Free Text | Fill in your own details |
| General email address for your organisation | Free Text | Fill in your own details |
| Organisation website (if applicable) | Free Text | Fill in your own details |
| \* Please briefly describe your organisation and the type of work that it does: | Free text – max 20 words | Fill in your own details  The description might include the type of organisation e.g. a school, theatre company, and some brief account of the distinctive features of that organisation, for example, size, location, the type of work it undertakes or the type of people it typically works with. e.g.? A theatre company working with children and young people in the Wirral? |
| \*Organisation Legal status | Dropdown selection | Select from:   * Registered Charity * Company (limited by shares) * Company (limited by guarantee) * Charitable Incorporated Organisation (CIO) or Scottish CIO * Unincorporated Association * Community Interest Company * Industrial and Provident Society * Trust * Other |
| \*In which year was your organisation established?  (This was the year your organisation became a legal entity | Free Text | Fill in your own details |
| Charity number (If applicable) | Free Text | Fill in your own details |
| If applicable, when was your organisation registered as a charity? | Date Selection | Select from Calendar pop up |
| Company number (If applicable) | Free Text | Fill in your own details |
| If applicable, when was your organisation registered as a company? | Date Selection | Select from Calendar pop up |
| Are you a living wage employer? | Dropdown Selection | Select 1 from the following:   * Yes * No |
| Living wage - year accredited | Free Text | Fill in your own details |
| \*Please let us know how many staff are employed by your organisation (full time equivalent)? | Free Text | Fill in your own details |
| Please let us know how many volunteers your organisation has? | Free Text | Fill in your own details |
| \*First and Last name of Chief Executive – or equivalent Organisation Leader | Free Text | Fill in your own details |
| Email address of Chief Executive – or equivalent Organisation Leader | Free Text | Fill in your own details |
| \*What was the date of your last financial year end? | Date Selection | Select from Calendar pop up |
| \*What was your organisation's income in the last financial year? | Free Text | Fill in your own details |
| What were your organisation's unrestricted reserves at the end of the last financial year? | Free Text | Fill in your own details |
| \*Primary contact details for the Application:  First name, Last name, Telephone number, Email Address | Free Text | Fill in your own details |
| Please let us know if you have any particular access needs we should be made aware of? | Free Text | Fill in your own details |
|  |  |  |
| \*Please provide a brief title for your proposal | Free Text – max 10 words | Fill in your own details |
| \*Where will this work take place?  (Please tick UK Wide (if relevant) OR select all that apply) | Box Tick Selection | Select all that apply:   * UK Wide (in all 4 UK countries) * East of England * East Midlands * London * North East * North West * South East * South West * West Midlands * Yorkshire and the Humber * Northern Ireland * Scotland * Wales |
| \*How much funding are you applying for? | Free Text | Fill in your own details |
| \*What is the total cost of the work/activity?  Where applications are for core funding, please give total cost of running the organisation/ programme, as appropriate | Free Text | Fill in your own details |
| \*When do you intend to start the work/Programme? | Date Selection | Select from Calendar pop up |
| \*Over what period will the work/programme take place (in whole months | Free Text | Fill in your own details |
| At a time of challenge and uncertainty, we recognise the importance of offering a flexible funding approach to enable arts and cultural organisations to commit to and develop their work with schools and other formal education settings. | | |
| \*Please tick which of the following you are applying for:  Core costs example - ie the back office running costs of your organisation | Box Tick Selection | Select all that apply -   * Support for delivery of specific programmes of work * Support for core costs * Support to develop and test new approaches |
| What impact has Covid-19 had on your organisation and your work with formal education settings?  This may include, but not be limited to, impact on income, expenditure, reserves, capacity, delivery, resources and partnerships. | Free Text – max 250 words | Fill in your own details |
| \*What will this funding enable your organisation to do or achieve now? Why is this important for your organisation in the current context? | Free Text – max 250 words | Fill in your own details |
| \*Please outline how this work fits with your organisation's mission, aims and values? | Free Text – max 250 words | Fill in your own details |
| \*What is the need, problem, challenge or opportunity that your arts-based learning practice addresses? | Free Text – max 300 words | Fill in your own details |
| \*How have you worked with education settings and what evidence have you engaged with to identify this as a priority? | Free Text – max 250 words | Fill in your own details |
| \*How does the need you have identified align with PHF’s priorities for the Arts-based Learning Fund? | Free Text – max 250 words | Fill in your own details |
| \*Which art forms are the focus of this work? | Box Tick Selection | Select up to 5 -   * Cross artform i.e the purposeful intersection or combination of more than one artform, including interdisciplinary work * Multiple artform – using more than one artform, but separately e.g. multi arts venues * Crafts * Creative writing (incl poetry) * Dance * Design * Digital Arts/Media * Film * Written and spoken word * Music * Opera * Photography * Theatre / Drama * Visual Arts * Other |
| \*Please tell us about your arts-based learning approach. Please include details about:  a) The arts-based content and/or processes you use b) The curriculum areas it links to or supports  c) The age group(s) of children and young people that you work with d) How you work with children and young people e) How you involve teachers  f) The history of this approach, where and for how long it has been running | Free Text – max 250 words | Fill in your own details |
| \*What outcomes does this approach aim to achieve for a) pupils, b) teachers, c) education settings? | Free Text – max 250 words | Fill in your own details |
| \*In what ways does this approach specifically support pupils experiencing inequality and disadvantage to overcome challenges and barriers to learning? | Free Text – max 250 words | Fill in your own details |
| \*Please outline any evidence and learning that supports your approach, including details about work that has already demonstrated promise or positive impact. | Free Text – max 250 words | Fill in your own details |
| \*Please tell us about any partners you plan to work with. | Free Text – max 250 words | Fill in your own details |
| \*Who will be involved in delivering this work, how will they be identified and how will you ensure and monitor quality of delivery? | Free Text – max 250 words | Fill in your own details |
| PHF recognises the value of lived experience in planning, leading and delivering work which supports children and young people to overcome inequalities and systemic barriers to learning. | | |
| \*How will you involve, support and champion people with lived experience of the inequalities and barriers you plan to address in the planning, leadership and delivery of this work? | Free Text – max 250 words | Fill in your own details |
| Is there any other information you would like to include that is relevant to your application? | Free Text – max 200 words | Fill in your own details |

|  |  |  |
| --- | --- | --- |
| **Safeguarding of children and vulnerable adults** | | |
| All Paul Hamlyn Foundation funded organisations, individuals and projects that work with children and young people or vulnerable adults are required to have safeguarding and digital safeguarding policies and active procedures in place. Paul Hamlyn Foundation’s own Safeguarding policy can be read [**here**](https://www.phf.org.uk/wp-content/uploads/2019/09/Paul-Hamlyn-Foundation-Safeguarding-Policy.pdf) | | |
| \* Do you have a safeguarding and digital safeguarding policy for children and vulnerable adults? | Dropdown Selection | Select 1 from the following:   * Yes * No |
| If you have answered Yes to the above, please continue to enter the relevant information below:  (We recognise that some organisations may have their policies as separate documents, therefore please upload your versions on the most appropriate link below). | | |
| Safeguarding policy & Digital safeguarding policy - Children & Young people | File Document upload | If applicable - You are required to upload your documents |
| When was the last time your safeguarding policy was formally reviewed? | Free Text – max 100 words | Fill in your own details |
| When was your safeguarding policy last discussed at Board level? | Free Text – max 100 words | Fill in your own details |
| Who is the designated safeguarding lead in your organisation? | Free Text – max 100 words | Fill in your own details |
| What safeguarding training is undertaken by your employees and others working with your organisation (e.g. Board, volunteers)? | Free Text – max 100 words | Fill in your own details |
| How do you ensure that any partners, contractors or freelance employees involved in your work with children or vulnerable adults have appropriate levels of safeguarding awareness / training? | Free Text – max 100 words | Fill in your own details |