



# UK Church/Charity Recipient Application Form

Please complete in BLOCK CAPITALS, using BLACK INK. Use a separate sheet if more space is required.

Your privacy is very important to us. For more information about how we handle and protect the information you provide us, visit [stewardship.org.uk/privacy](http://stewardship.org.uk/privacy).

## A. Contact Details

### Organisation:

Organisation name:	
Other/former name:	
Organisation's operating address: <sup>1</sup>	
	Postcode:
Email:	Website:
<input type="checkbox"/> Stewardship will communicate with you by email unless specified. To receive communications by post, please tick here.	
Have you ever received grants from Stewardship?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES, what is your account number?	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

### Primary contact person:<sup>2</sup>

Title:	Surname:
Forename(s):	Role in organisation:
Contact address: <sup>3</sup>	
	Postcode:
Email:	Telephone:

### Secondary contact person:<sup>2</sup>

Title:	Surname:
Forename(s):	Role in organisation:
Contact address: <sup>3</sup>	
	Postcode:
Email:	Telephone:

<sup>1</sup> This address will be used to identify you to supporters and viewed publicly online by Stewardship account holders.

<sup>2</sup> Our policy is to receive the details of two authorised contact people, a primary user with overall responsibility for operating the account and a secondary user with whom we can also discuss the account. Recognising that these individuals may change over time, this helps us to maintain accounts securely and in accordance with good data protection practice.

<sup>3</sup> Please provide additional contact address only if different from operating address above. This address will remain private.

We will not divulge your personal details to a third party unless legally obliged to do so.

## B. Organisation Details

- Please provide a brief description of your main activity:  

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- As part of your charitable activities, do you work with children and/or vulnerable adults?  
☐ Yes (please proceed to QUESTION 3) ☐ No (please proceed to SECTION B(1))
- If you work with one of both of these groups, do you carry out Disclosure and Barring Service (DBS) checks for trustees and those working with, or volunteering for your organisation to the extent that is legally required?  
☐ Yes ☐ No  
 Do you have a Safeguarding Policy in place, with appropriate training provided?  
☐ Yes ☐ No

OFFICE USE ONLY:	Staff reference:	RAF received:	Send SF:
Reference number:	RAF sent:	Pass:	Chk'd:
Notes:			

**B(1). Is the major part of your activities making gifts/providing funding to overseas partner organisations?**

☐ Yes ☐ No (please continue to SECTION B(2) or B(3))

If YES, where are these organisations located?


**B(2). The following section is to be completed by CHARITIES ONLY**

Do you promote or advance religion as part of your activities? ☐ Yes ☐ No

If yes, which faith are you advancing:<sup>1</sup> ☐ Christianity ☐ Other (please state):

<sup>1</sup> Stewardship is an evangelical Christian charity. We therefore regret that we are unable to support charitable organisations whose activities include the advancement of a faith other than Christianity and who are unable to sign up to The Nicene Creed. For further detail, visit: [stewardship.org.uk/are-you-eligible](http://stewardship.org.uk/are-you-eligible).

**B(3). The following section is to be completed by CHURCHES ONLY**

Which denomination or stream does your church belong to?

<input type="checkbox"/> Anglican/Episcopalian	<input type="checkbox"/> Baptist	<input type="checkbox"/> URC/Congregational
<input type="checkbox"/> Pentecostal/Assemblies of God/Elim	<input type="checkbox"/> Methodist	<input type="checkbox"/> Catholic
<input type="checkbox"/> Presbyterian	<input type="checkbox"/> FIEC	<input type="checkbox"/> Brethren
<input type="checkbox"/> Charismatic	<input type="checkbox"/> Other	

What is the approximate size of your church?

<input type="checkbox"/> 0-49	<input type="checkbox"/> 50-99	<input type="checkbox"/> 100-149
<input type="checkbox"/> 150-199	<input type="checkbox"/> 200-499	<input type="checkbox"/> More than 500

**C. Charitable Status**

1. Charity registration number: Formation date: 

D	D	M	M	Y	Y	Y	Y
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2. If excepted or exempted from charity registration, please provide your:

HMRC Charities (Gift Aid) reference: <sup>1</sup>	Approximate annual income: £
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3. If you have neither of the above, we regret that we are unlikely to be able to accept your application. However, if you would like to provide additional information in respect of your charitable status, please do so here:


4. If you expect to receive more than £10,000 per annum from Stewardship, please supply a copy of your last trustees' report and accounts.

☐ Document enclosed (please tick to confirm)

5. Do you accept donations via your website?

☐ Yes  
☐ No

If yes, please provide details of your current provider (e.g. own system, JustGiving etc.):


How many people do you employ?

☐ 1-2 ☐ 3-5 ☐ 6-10 ☐ 11-20 ☐ 20+

<sup>1</sup> IMPORTANT: Please provide a copy of the relevant letter from HM Revenue & Customs, which confirms you are recognised as a charity for tax purposes.

## D. Bank Details

Please provide your bank details for direct payments. Please note that this must be a UK account.<sup>1</sup>

Bank name and branch:	
Account name:	
Sort code:	Account number:
<input type="text"/>	<input type="text"/>
Building Society reference/roll number (if applicable):	

<sup>1</sup> Please provide an original (not photocopy), pre-printed item of bank stationery to verify your bank details. This should show your account name, number and sort code, e.g. a paying-in slip, voided cheque or bank statement.

Please note: The grants that you receive from Stewardship will be paid monthly; however, the payment frequency and date of this payment can be changed online once your account has been approved.

## E. Your Consent to Hear From Us

We'd love to keep in contact with you by email with all the latest news, free resources and advice from Stewardship. We'll never sell your personal information and will always treat it with the utmost care. You can change your consent preferences or unsubscribe at any time.

Yes please:

☐  
☐

I'd like to receive **all** the latest news, service updates and free resources.

I'd like to receive the latest news, service updates and free resources **specifically relating to churches and Christian charities**.

## F. Confirmation

Stewardship operates a zero tolerance policy towards bribery and corruption. In accepting grants from Stewardship, you confirm that you have suitable policies and procedures in place to prevent any part of the funds granted by Stewardship being used for a corrupt purpose, or to bribe any person or organisation in any part of the world, or otherwise in a way that would breach the requirements of the UK Bribery Act 2010.

**I confirm that the details I have provided on this form are correct to the best of my knowledge. I also confirm that I have read, understood and agree to the anti-bribery information listed on this form.**

Print name:	
Signature:	Date:

## G. How Did You Hear About Stewardship?

How did you hear of us?

<input type="checkbox"/> I am currently a Stewardship client	<input type="checkbox"/> Online search	<input type="checkbox"/> Nominated by giver/received a voucher
<input type="checkbox"/> Recommended by church	<input type="checkbox"/> Recommended by friend	<input type="checkbox"/> Recommended by professional adviser
<input type="checkbox"/> Campaign e.g. 40acts/Advent Wonder	<input type="checkbox"/> Stewardship email/blog	<input type="checkbox"/> Stewardship materials
<input type="checkbox"/> Stewardship website	<input type="checkbox"/> Stewardship event	<input type="checkbox"/> Other event
<input type="checkbox"/> Advertising	<input type="checkbox"/> Recommended by Bible College	<input type="checkbox"/> Other

**To return by post, simply write: 'Freepost STEWARDSHIP' on the envelope. You don't need to include a stamp or any other address details.**  
For further information or assistance, please contact our giving services team on 020 8502 8560 or email [giving@stewardship.org.uk](mailto:giving@stewardship.org.uk).