**University of Reading Charity of the Year Scheme**

**[Offline] Application Form**

This document is provided so you can develop your application offline, before submitting using the online form.

The University of Reading is committed to playing a positive role in supporting the community around us.

The Charity of the Year Scheme is an initiative which aims to create positive impact for the selected charity, delivering benefits for the local community at the same time as supporting the University’s own charitable objectives of advancing education, learning and research for public benefit.

Charities operating in the Thames Valley area are invited to apply to be our Charity of the Year commencing next academic year (August 2025 - July 2026).  
  
Before completing this form, please refer to the <https://static.reading.ac.uk/content/PDFs/files/Charity/Charity-of-the-Year-Guidance-April-2025.docx>

This application has four sections. Please note that incomplete applications will not be able to be submitted.  
   
Should you have any questions about the scheme, please email [charityoftheyear@reading.ac.uk](mailto:charityoftheyear@reading.ac.uk), but note that **applications must be submitted using the** [**online form**](https://forms.office.com/Pages/ResponsePage.aspx?id=xDv6T_zswEiQgPXkP_kOXxpmX85ZUk9Pl-rMnRaZ53RUNDZOSzZJNktJSlRPVEVLU1BMTjY3SFFGOC4u).  
  
**The deadline for applications is 11pm on Wednesday 21st May 2025**.

**Section A: Organisational Details**

1. Name of organisation
2. Charity Registration Number
3. Charity website
4. Registered Address
5. Contact Name
6. Contact email
7. Contact telephone number
8. I confirm that I understand that information submitted via this form will be used for the purposes of assessing suitability for the Charity of the Year scheme and data will be processed and stored in accordance with the University of Reading [privacy policy](https://www.reading.ac.uk/about/privacy)

**Section B: About your charity**

1. Please provide a brief overview of your charity objectives/purpose and the types of activities you undertake (350 words max). If selected to be in the final shortlist for the staff vote, text about your charity will be taken from this part of your application, so please provide a clear overview.
2. Who are the main groups of people that benefit from your charitable activity? (200 words max)
3. In what year was your charity established?
4. How many **full-time equivalent** staff support your organisation?
   1. In paid employment (0-5, 6-10, 11-20, 21-40, or >40)
   2. In voluntary positions (0-5, 6-10, 11-20, 21-40, or >40)
5. Please provide details of the main geographical areas you operate in within Berkshire, Buckinghamshire and Oxfordshire. Please provide as much detail as possible (200 words max).

**Section C: Working together for mutual benefit**

1. The University of Reading’s charitable objectives/purpose are to advance education, learning and research for public benefit. How does your organisation directly support these areas too? (200 words max)
2. Does your organisation have any previous or current experience of collaborating with the University of Reading? If so, please provide further details.
3. Please explain how working together via the Charity of the Year Scheme could bring benefits to the following groups. If you already collaborate with the University, please be clear about the **further added value** that being the University’s Charity of the Year would bring:
   1. You and your beneficiaries
   2. The University community of staff and students
   3. The wider local community in the Thames Valley area

(500 words max)

**Section D: Engagement Activities**

Please note that the selected charity will be supported in planning and delivering activities by the University’s Charity of the Year Team.

1. If selected as the Charity of the Year, what types of activities would your organisation like to engage with during the year?
2. What makes the University of Reading the best partner for this type of activity?
3. Please share any other information that you think is relevant and would support your application (200 words max)