GRANTS FOR ORGANISATIONS

APPLICATION FORM HELP NOTES

These notes will help you complete your organisation's grant application on the new application form launched in August 2023, and make sure you give us all the information we need. We have some sources of help and advice with funding on our website: www.communityfoundation.org.uk/apply/help-and-support. We also have guidance on safeguarding www.communityfoundation.org.uk/apply/safeguarding.

The application form is split into four sections:
- Contact Information
- Organisation Information
- Supporting Documentation
- Funding Request Details

If your organisation has already made one or more applications, the first, second and third sections may be populated with the information you gave last time. You should check and update your answers where there are changes. However, you'll see some answers are greyed out. If you need to make corrections to any of these, you must tell us by using the "is this information still correct?" facility and the "no" option, you can then request the amend and we will amend the information for you after making some checks.

Please try to keep your answers as clear and straightforward as you can. We have set a word limit for some sections, but please do not think you have to use it all up if you can give an answer in fewer words! When you start typing an answer where we have set a word limit, the number below the box will tell you how many words you have left.

If there is anything about the form or our process that you do not understand, please contact us on 0191 222 0945 or at general@communityfoundation.org.uk.

SAVING YOUR ANSWERS

- We encourage you to save your answers frequently in case your computer crashes or you lose internet connectivity.
- Your answers are not automatically saved when you move from question to question or page to page.
- To save your progress use the 'Save Progress' button located at the bottom of each page.

SECTION 1: CONTACT INFORMATION

Every grant application will require up to three contacts; the person completing the form, a second person that can be contacted to answer questions about this grant application (and respond to due diligence enquiries) and a third person who approves grants and has overall responsibility for the funding you get.

Please tell us if any of the contacts named have any communication needs, we need to know about before contacting them.

If any sections are greyed out, you cannot edit these and you will need to contact us so we can make those changes for you.

Q1a. Primary contact person for this grant application This is the person who registered with our Grantee Portal and is filling in the form, you can add further details here, but you can't change the contact person. If you need someone else to be the contact for this application, they need to register with our Grantee Portal using their name and email address and, once we've approved their registration, they can make an application using their own login. If they need to be the contact for this application, please get in touch with us to change this over once they have a registration.

Q1b. Secondary contact person for this grant application This is a second person who can answer questions about this grant application and respond to due diligence enquiries. You will be given the option to search for an existing organisation contact or add a new secondary contact for your organisation. If this is your first application, you will have no options when you search and must complete all information.

Q1c. Who approves grants and has overall responsibility for the funding you get?
If you have paid employees, this will usually be the most senior member of staff e.g. your chief executive or director. If you are entirely volunteer run, this will usually be the chair.
If this is your first application you will be able to either use the primary contact person as most senior person, use the secondary contact person as most senior person or add a new most senior person.

If this is not your first application, you will be given the option to search for an existing organisation contact or add a new secondary contact for your organisation.

SECTION 2: ORGANISATION INFORMATION

This section is split over three pages, you will be required to complete information about your organisation and documentation.

Q2. What is the full legal name of your organisation as stated on your governing document? This must be the name of the organisation requesting funding and which will receive the grant if you are successful. You must give us the full name shown on your governing document (your constitution, rules, memorandum and articles). If you use a different name day to day, tell us in the box below. For example, 'Roker Young People's Sports Association' would be a full legal name; 'Roker Rockets' would be a day-to-day name.

Q3. What is your organisation's main or registered address? A registered address is one listed with a regulator like the Charity Commission or Companies House. If you don't have a registered address, just give us your main address.

Q4. What type of organisation are you? Please read through the definitions below and select the type that fits you. You do not have to be a registered charity to get a grant, but we can only make grants for activities that are legally charitable. If you are not a charity, we may need more information to make sure any grant would be for charitable purposes.

Select **'Organisation with charitable purposes'** *if you are*
- a registered charity with a charity number
- a charity that is underline exempt from registration (e.g. universities and housing associations)
- an underline excepted charity (e.g. scout and guide groups, student unions and many churches with annual income under £100,000)
- an independent school, academy trust or a multi-academy trust, faith or free school that is a charity (all other types of school should select 'statutory body' below)
- a voluntary group with charitable aims that isn't in one of the other organisation types.

underline Note, you may fit this type regardless of your legal status (which might be unincorporated association, charitable trust, charitable incorporated organisation or limited company).

Select **'Community Interest Companies or other non-charity social enterprise'** *if you are*
- a company registered with the CIC regulator
- another type of company limited by guarantee or shares set up for community benefit that isn't in one of the other organisation types.

Select *'Co-operative or community benefit society'* if you are:
- a credit union or other mutual organisation with a co-operative registration number from the Financial Conduct Authority (FCA)
- a membership organisation with a community benefit society registration number from the Financial Conduct Authority (FCA)
- An Industrial or Provident Society set up before the 2014 Co-operative and Community Benefit Societies Act (now known as 'registered societies')

Select *'Community amateur sports club (CASC)'* if you are registered as a CASC with HMRC

Select *'Statutory body'* if you are a local authority, parish or town council, an NHS trust (including CCGs) or a local authority-maintained state school.

Q5. Please give any registration numbers for your organisation. If you are a registered charity in England and Wales, give your Charity Commission number. If you are a company (including CICs), give your number from Companies House. If your organisation is a charity <u>and</u> a company, please give both numbers. If you do not have any registration numbers please leave blank.

Q6. Please give us your organisation's social media channels. Please list your website and any social media accounts for your organisation. Please do not give any personal accounts for trustees or staff.

Q7. When was your organisation set up in its current form? Select the year in which your organisation was set up with its current legal name (question 2) and type (question 4).

Q8. What is your organisation set up to do and who do you help? Tell us your organisation's main aim or purpose and who you help. Briefly tell us the main things you do to meet your aim. If you exist mainly for a particular group or community, tell us about them. For example, you might support children, young people or older people. You might help people experiencing poverty, homelessness or unemployment. You might be for women, people from black, Asian or minority ethnic communities, or LGBT people. Or you might work with people with disabilities or health issues. Try to avoid jargon or abbreviations. For example, a youth project might say: *We work with young people 13-19 who come from disadvantaged backgrounds. We run sport, leisure and arts activities on weekdays and evenings. As well as open groups, we have a weekly girls-only session and a group for young disabled people.* You can write up to **500 words** for this answer.

Q9. Where does your organisation work? Tell us your organisation's overall area of benefit. If you cover one or more neighbourhoods, give us their names and the local authority (council) they are in. If you work across several local authorities, please list them. If your work is regional or national, please tell us. Here are some examples of

what different organisations might say. *'We work in Hendon and Ryhope in Sunderland.'* *'Our work covers all of Northumberland.'* *'We run activities in Newcastle and Gateshead.'* *'We work across all of North East England'.* *'We work across the whole of the UK, but mainly in northern England.'* You can write up to **50 words** for this answer.

Q10. How many people or other organisations do you directly help each year? If you work directly with people, tell us the number you typically help in a year. Don't count your staff, volunteers or people on your governing body. You might call the people you help your service users, beneficiaries, clients, residents or members. If your work is mainly with other organisations (e.g. if you are a council for voluntary service or other type of umbrella body), tell us how many you typically help a year as members or customers. **You must give your answers as figures (e.g. 20) not words (twenty). If either doesn't apply, put in 0.**

Q11. Tell us about how your organisation is governed and managed. Governing body means your trustees, board members or management committee. Employed means people your organisation pays for their work. Full time means 35 hours or more a week. If someone works fewer hours than this, count them as part time. Regular volunteers are the people who help run your organisation's work on an entirely unpaid basis, but not those on your governing body. **You must give your answers as figures (e.g. 20) not words (twenty). If any questions don't apply, put in 0.**

Q12. What knowledge and experience does your organisation use in its work? Tell us what information you use to make sure you do your work well. For example, you might use data from previous activities. You might draw on research or good practice. You might involve beneficiaries in shaping your work. Or you might be part of networks or meet particular quality standards. Also tell us about the expertise you have among your staff, volunteers and governing body. You can write up to **500 words** for this answer.

Q13. How do you make sure your organisation is welcoming to everyone you are set up to help? Describe what you do to reach and include people. For example, tell us how people find out about you and what help you offer if they need support to take part. Also tell us how you prevent and tackle any prejudice and discrimination that people in your organisation could experience. We may ask for more information about any policies you have on diversity, equity and inclusion. You can write up to **500 words** for this answer.

Q14. How does your organisation approach safeguarding? Every organisation we fund, not just registered charities and not only those working with children or vulnerable adults, need to demonstrate a commitment to Safeguarding. This question is about your Safeguarding policy and procedures and how you apply them in practice.

We need to see there is clear accountability for Safeguarding and your Safeguarding policy is up to date and approved by your governing board as (parts a and b).

Safeguarding is not just the responsibility of the governing board or Safeguarding lead. We want to see evidence that everyone in your organisation is aware of Safeguarding issues relevant to its work, appropriate training is provided and criminal record checks undertaken where required. We also want to know how you ensure other organisations you work or partner with are safe and suitable too (parts d and e).

We want to see that your approach to Safeguarding is fit for purpose. What are the key Safeguarding risks and issues you face and how do you manage those risks? Describe briefly how you would handle a Safeguarding concern at your organisation. You can draw on a real-life example but don't give any personal information. Being open with us about appropriate handling and reporting of Safeguarding concerns is evidence of good practice, not a sign of problems (part c).

You have up to 500 words for this answer. Please cover all issues below if they are relevant to your organisation.

a. We are looking for evidence that there is clear accountability for Safeguarding. Tell us who is responsible for Safeguarding – for example, do you have a Lead Trustee/Board member and/or a Designated Safeguarding Lead? Who is responsible for managing a Safeguarding concern?

b. We only fund organisations with a regularly updated Safeguarding policy. Tell us when you last reviewed your Safeguarding policy and procedures?

c. We are looking for evidence that your approach to Safeguarding is fit for purpose. What are the key Safeguarding risks and issues you face and how do you manage those risks? Do you work directly with children or adults at risk? You can draw on a real-life example but don't give any personal information.

d. We are looking for evidence that your team or other organisations you work with are safe and suitable. Do you require any criminal record checks and if so, at what level? If you work on joint projects with other organisations, how do you check they are safe and suitable?

e. We are looking for evidence that people in your organisation are aware of Safeguarding issues relevant to its work. Tell us how you raise awareness of Safeguarding amongst staff or volunteers? Is there information on your website? Tell us about the induction or training that is provided, how often it is delivered and who delivers it.

Q15. How does your organisation pay for its work? Give us an overall picture of the main income that pays for your work. You don't need to list each income heading by name, just tell us in general terms. For example, you might say you are mainly supported through grants from charitable funders. Or you might have contracts from statutory bodies. You might also earn income from trading or from renting out space. Or you could have income from fundraising or individual donors. Also tell us how you use reserves to back up your work. If you are a new organisation, tell us how you expect to pay for your work. You can write up to **500 words** for this answer.

Q16. What are your bank account details? We normally pay grants by electronic transfer (BACS). We only pay into organisation accounts, not personal accounts. So, the name of the account should be that of your organisation. Please provide the address of your bank and your sort code and account number. Your bank account number should be written as eight figures (e.g. 12345678). Your sort code should be written as six figures (e.g. 123456). If you have never applied to us before, or your banking has changed, we will contact you to confirm these details.

Q17. Your last complete financial year. This section is about your <u>most recently completed</u> <u>full financial year</u> for which you have financial statements. So, if that financial year ran from 2022-23, you would select '2023' in the first box. For that year, tell us your total income, total expenditure and your unrestricted reserves at the year-end. You need to write these as figures (e.g. 20000) not words.
The figures should be from your most recent annual financial statements. The unrestricted (free) reserves should not include any money you have been given for a specific purpose (restricted funds) or which you have set aside to pay for something (designated funds) or which would be deemed as fixed assets or investments. If you are not sure about your unrestricted reserves figure, please ask your treasurer, bookkeeper or accountant. You must upload your latest annual financial statements as part of the application. These should not be more than 22 months old. If you are a completely new organisation, you can send a copy of management accounts or a cashflow forecast.

Q18. Your current financial year. This section is about your <u>current</u> financial year at the time you complete this form. Tell us the year end date in the first box. Then tell us your total expected income, your total planned expenditure and your expected unrestricted (free) reserves at the year-end. These figures should be taken from your current year's budget or management accounts. You need to write these as figures (e.g. 20000) not words.
The unrestricted (free) reserves should not include any money you have been given for a specific purpose (restricted funds) or which you have set aside to pay for something (designated funds) or which would be deemed as fixed assets or investments. If you are not sure about your unrestricted reserves figure, please ask your treasurer, bookkeeper

or accountant.

SECTION 3: SUPPORTING DOCUMENTATION

For us to consider your application, you must upload copies of the following documents. If you have applied before, please check that the documents previously uploaded here are the most up to date, the dates of the documents will be given.

Financial Statement Your most recent financial statement as approved by your governing body (e.g. the trustees, board, management committee). These should be for the period within the last 22 months. If you are a completely new organisation you can upload a copy of management accounts or cashflow forecast.

Governing Document Your governing document (e.g. the constitution, rules, memorandum and articles).

Bank Statement A copy bank statement which must be dated within the last 3 months. It must clearly state the bank's name, account name, account number and sort code.

Safeguarding Policies Please upload your safeguarding policy and procedure document. If you have separate policies for children and vulnerable adults and need to upload more than one document, use the additional safeguarding policy option below. Your safeguarding policy and arrangements should be appropriate and up to date. You can find guidance on safeguarding on the safeguarding page on our website.

Safeguarding Declaration If you are a local independent organisation that uses your umbrella or membership organisation's safeguarding policy (e.g. Scout groups), you must complete this section, upload the umbrella body's policy and complete and upload our 'Declaration for local groups using umbrella safeguarding policies' which you can find under 'resources' on the safeguarding page.

Community Interest Statement (CIC36) and Business Plan For CICs and other non-charitable social enterprises, your Community Interest Statement (CIC36) and business plan should be uploaded as part of the application. If you are unsure what a CIC36 is please refer to the gov.uk website.

SECTION 4: FUNDING REQUEST DETAILS

Q20. What do you want funding for? We are happy to consider applications for a contribution to your core costs, for specific projects, for capital items, or a combination of these.

- *Core costs* are what you must do to run your organisation day to day. They can include staff salaries, communication, fundraising and regular bills like heat, light and telephone.

- *Project costs* are specific to something you do on top of your core work which might be time limited. Project costs could also be a one-off improvement to your organisation.
- *Capital costs* are things like new equipment, computers or furniture that your organisation will keep. They also include work done on a building like a new roof.

Decide what you need and then summarise it here in no more than 100 words.

Q21. How much money in total do you need for this work? Tell us the **total cost** of the work you need funding for from **all** sources, including us. This will be everything that's in a project or capital cost. For core costs, give us an estimate of your total annual running costs not including any stand-alone projects or capital developments. Give your answer as a figure (e.g. 50000) not words.

Q22. What are you applying for from us? Please note: our minimum grant size is £1,000 and we do not normally accept general applications for a lower amount. Write out what you need in total as separate items. For each item, give the total you need and how much of that you are requesting from us. Separate items could be salaries, overheads, equipment, building work etc. If you are applying for project costs, put a contribution to your core costs as a separate item. You can add items by clicking 'add another response', with a maximum of 10 items. The boxes at the bottom will automatically total up your figures.

Q23. Is the total you need more than you are applying for from us? If you click 'yes', a section will appear where you can tell us where the rest will come from. Include money from other funders, any earned income, or from your reserves. List each separately and click 'yes' or 'no' to tell us whether you have already secured that money. You can add lines by clicking 'add another response'. The boxes at the bottom will automatically total up your figures.

Q24. How will the work you are asking us to fund help your organisation meet its main aim or purpose given in question 8? Tell us why your organisation needs to do this work and why it is important for the people you are set up to help. Explain whether you will be continuing or expanding something you do already, or whether it is something new. If it is new, tell us how you know your plan is right, and why you are the best organisation to do the work. You will also need an objective in question 28 that says how you will learn from any new work. If you are working with a new part of the community or in a new place, we will check it fits the aims and powers your organisation has set out in your governing document. You can write up to **250 words** for this answer.

Q25. Where will the work you are asking us to fund take place? Tell us if this is the same as the organisation's area of benefit in question 9. If the work is in a smaller area, please describe it here. You can write up to **40 words** for this answer.

Q26. Who will you help through the work you are asking us to fund? Tell us how many people or organisations you expect to help. If you are not sure, give an estimate based on previous work or similar activities elsewhere. If the answer is the same as in question 8, say so. But if the work is for a more specific group, tell us who they are e.g. their circumstances or age, whether they will be women or men, people of a particular ethnic origin, people with disabilities or health issues, or LGBT people. You can write up to **250 words** for this answer.

Q27. How will you know that the work you are asking us to fund has been successful? Tell us <u>one to three</u> things that you want to happen as a result. Write each using the SMART framework below. There is a limit of **50 words** for each result you give.

Specific	You can say **what** will happen.
Measurable	You'll be able to gather evidence to show progress.
Achievable	You can realistically do it – it's not over ambitious
Relevant	It relates to what you are asking us to fund.
Timed	You can say **when** it will happen.

If you are asking us for a **contribution to core costs** tell us how our funding alongside other core income you get will help you achieve your overall aim as described in question 8. For example, an arts organisation applying for core costs for a year might say:

1. *We will have enough core income to run all our planned activities in 2024.*
2. *We will describe the results of our core activities in our annual report, annual review or similar and send a copy to the Community Foundation by June 2024.*

If you want to, you can relate our grant to an aspect of your core work and give a planned result for that. An example might be: *'Our manager will spend less time fundraising for this year's income and concentrate on developing our bid for council contracts in 2024.'*

If you are asking us to fund **all or part of a project or capital items**, please give results that are more clearly linked to our grant. Here are some examples:

- A community cricket club wants to buy a new lawnmower. It gives one planned result: *A mower will be bought within budget and be in use to improve our pitch by June 2024.*
- A youth charity wants funding for a project on healthy living. It gives us three results:
  1. 40 young people will take part between June and December 2023.
  2. 12 sessions will run covering exercise, healthy eating, smoking and drugs/alcohol.

3. We will collect 'before and after' surveys to see if participants' attitudes to healthy living change and report our findings in January 2024.

Our staff will review your planned results and we may suggest changes if necessary.

Q28. What information will you use to track progress on the planned results you've described? At the end of the grant, we will ask you to tell us whether you have succeeded against your planned results. So, it's important that you collect the information you need. Please briefly explain what information you will gather and how you will use it to track progress. Examples might be records of who takes part in your activities, surveys of people who benefit or photos showing what's changed. You can write up to **250 words**.

Q29. Additional Supporting Documentation If you are responding to a specific call for applications and you have been asked to provide a supplementary document to support your submission, you should attach it here. Please **do not** attach an additional document here unless you have been specifically asked by us to provide the document via a call for application.