



The following questions will be asked as part of the application process. Please note that we will also require various documents to be uploaded:

- Constitution
- Latest Accounts
- Safeguarding Policy (if you work with children, young people or vulnerable adults)
- Quotes (where appropriate)
- Recent bank statement

Organisation Details

- Organisation Name
- Address
- Organisation Type (Selected from a drop down menu)
- Number of full and part-time staff, volunteers and members.
- Briefly describe the purpose of your organisation, outlining the main activities and services you provide.
- Please describe who benefits from the work of your organisation (i.e. members or services users) and on average how many people you work with per week, month or year.

Main Contact

- Name, address, contact details for the main contact (usually the applicant applying)

Management Committee Details (not required for all applications)

- Details of your whole Management Committee must be entered. This includes name, date of birth, address and experience.
- We require the names of the three principal members, in most cases this will be the Chair, Secretary and Treasurer and so are labelled as such on the form but please don't worry if you don't have these titles, we are looking for a minimum of three committee members as per our eligibility.

Financial Details

- What was your total income over the last accounting year?
- What are your current unrestricted reserves?
- Why can these unrestricted reserves not be used for this project?
- Please state the name and position of the independent examiner who has signed your accounts

Bank Details

- Account number, sort code and bank account name must be supplied, and a current statement uploaded. We need this to make payment of any grants and to ensure you meet eligibility, and this is why we ask for this in advance.

Project Details

- Project Name
- Please provide a brief description of the project you are applying for, including details of how it will be run.
- Project / Funding Start Date
- In which area(s) will the project take place?
- Please provide a postcode which represents the geographical area you will benefit.
- What consultation have you done to ensure this project will meet the needs and interests of those involved?
- What difference will your project make to the people involved and the wider community?
- How will the people you want to benefit from the proposed project find out about it?
- What measures have you taken to maximise the positive environmental impacts and minimise any negative environmental impacts from your project?
- How will the project continue beyond the life of the grant?

Additional Questions

- There may be a couple of additional questions specific to the fund you are applying to.

Budget

- What is the total cost of the project?
- How much money are you applying to us for?
- How much has been raised so far?

Note that if you are applying for a multi-year award, you will be asked to break down your budget per year.

Indicators and Beneficiaries

- You will be seeing a list of possible outcomes for your project and be asked to identify which you think are most suitable for your project.

Referee (not required for all applications)

- Name and contact details for a referee.

Document uploads

- Please upload copies of required documents

Application forms can be saved and resumed at a later date by logging in and out of your account.