



Community Foundation

Tyne & Wear and Northumberland

GRANTS FOR ORGANISATIONS

APPLICATION FORM HELP NOTES

These notes will help you complete your organisation's grant application 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 divided into sections. The first is about your organisation. You must complete all parts of this section, noting the following.

- If this is your organisation's first ever application to us, all the answers will be blank, and you will need to complete them all.
- If your organisation has made one or more applications to us between the beginning of 2016 to the end of 2019, some of the answers will be complete from information we held on our old system, but you must check these and complete any that are blank
- If your organisation has already made one or more applications on our new system from January 2020, all the answers will be completed with the information you gave last time. You must still check and update your answers where there are changes.

Some answers that have been completed about your organisations may be greyed out so they cannot be changed. If you need corrections to any of these, you must tell us in the box provided and we will amend the form 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.

YOUR ORGANISATION PROFILE

Q1. 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.

Q2. 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.

Q3. 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 exempt from registration (e.g. universities and housing associations)
- an excepted charity (e.g. scout and guide groups, student unions and many churches with annual income under £100,000)
- an independent, academy, 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.

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.

Q4. 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 and a company, please give both numbers.

Q5. Please give us any of the following which your organisation has. Please list your website and any social media accounts for your organisation. Please do not give any personal accounts for trustees or staff.

Q6. 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 1) and type (question 3).

Q7. 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.

Q8. 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.

Q9. 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.

Q10. 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.

Q11. 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.

Q12. 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.

Q13. How does your organisation approach safeguarding? We need all organisations we fund to demonstrate a commitment to safeguarding. This question is about how you apply your safeguarding policy and procedure in practice. We may ask for further information in support of your answers. Being open with us about appropriate handling and reporting of safeguarding concerns is evidence of good practice, not a sign of problems. More information about our approach to safeguarding is on our website www.communityfoundation.org.uk/apply/safeguarding/. Please note, 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 our safeguarding page.

You have up to **500 words** for this answer. Please cover parts a. and b. set out below and part c. if it applies to your organisation.

- a. **When did your organisation last review its safeguarding policy and procedures?** We need to be sure your safeguarding is up to date. Please note that it is unlikely we would fund any organisation that has not done this within the past 3 years.
- b. **Describe briefly how you would handle a safeguarding concern at your organisation.** Please refer to the policy and procedures you send with your application. If possible, draw on a real-life example but don't give any personal information. Remember that safeguarding concerns can include: sexual harassment, abuse and exploitation; negligent

treatment; physical or emotional abuse; bullying or harassment; commercial exploitation; extremism and radicalisation; forced marriage; child trafficking; female genital mutilation; discrimination on any of the grounds in the Equality Act 2010

- c. If your organisation does any direct work with children or vulnerable adults, tell us when you last had training on safeguarding. Also tell us who provided the training and who at your organisation took part. We are looking for evidence that people in your organisation are aware of safeguarding issues relevant to its work. Please note this applies whether work with children or adults makes up most of your work, or just a part of it.

Q14. 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.

Q15. 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.

Q16. Your last complete financial year. This section is about your most recently completed full financial year for which you have financial statements. So, if that financial year ran from 2018-19, you would select '2019' 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 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). 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 your most recent bank statement.

Q17. Your current financial year. This section is about your current 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 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. If you are not sure about these figures, please ask your treasurer, bookkeeper or accountant.

Q18. Please give us details of the person at your organisation who approves grant applications and has overall responsibility for funding you get. If you have paid employees, this will usually be the most senior member of staff e.g. your chief executive, chief officer, manager or co-ordinator. If the person you give as the main contact for this application in question 20 is your most senior member of staff, give details here of the chair of your governing body. If you are entirely volunteer run, give the name of the chair here, and another trustee or volunteer as the contact for the application. Tell us if the person named has any communication needs that we need to know about before contacting them.

Q19. Organisation documents. 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.

- Your most recent financial statements as approved by your governing body (e.g. the trustees, board, management committee)
- Your governing document (e.g. the constitution, rules, memorandum and articles)
- A copy bank statement which must be less than three months old
- Your safeguarding policy and procedure.
- *If you are a local independent organisation that uses your umbrella or membership organisation's safeguarding policy (e.g. Scout groups that are members of the Scout Association), a completed 'Declaration for local groups that have adopted umbrella safeguarding policies'.*
- *For CICs and other non-charitable social enterprises, your Community Interest Statement and business plan*

Organisation changes. If you have made an application to us before, some sections of your organisation profile may be filled in and greyed out. If any of these greyed-out sections need to be corrected, please select 'no' and tell us about the changes you need us to make. We may contact you about these. You can make your own changes to any sections that are not greyed out if you need to. If you are happy all the information is correct, select 'yes'.

CONTACT AND ADMINISTRATIVE DETAILS

Q20. Who at your organisation is the main contact who can answer any questions about this application? You should give the person who can answer questions about your organisation and this request for funding. This is usually the person who has filled in the form, but it must not be the same person you gave in question 18. If you are a fundraiser completing the form, it may be better to give the details of someone else in the organisation who would be running the work you want us to fund. Please tell us if the person named has any communication needs that we need to know about before contacting them.

YOUR REQUEST FOR FUNDING

Q21. 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. Decide what you need and then summarise it here in no more than 100 words.

- *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.

Q22. 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.

Q23. What are you applying for from us? 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. For the numbers, write them as figures (e.g. 2000) not words. 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 lines by clicking 'add another response'. The boxes at the bottom will automatically total up your figures.

Q24. 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.

Q25. How will the work you are asking us to fund help your organisation meet its main aim or purpose given in question 7? 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.

Q26. 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 8. If the work is in a smaller area, please describe it here. You can write up to **50 words** for this answer.

Q27. 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 7, 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.

Q28. How will you know that the work you are asking us to fund has been successful? Tell us one to three 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 7. For example, an arts organisation applying for core costs for a year might say:

- We will have enough core income to run all our planned activities in 2020.*
- 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 2021.*

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 2021.'*

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 2021.*
- A youth charity wants funding for a project on healthy living. It gives us three results:
 - 40 young people will take part between June and December 2021.*
 - 12 sessions will run covering exercise, healthy eating, smoking and drugs/alcohol.*
 - We will collect 'before and after' surveys to see if participants' attitudes to healthy living change and report our findings in January 2022.*

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

Q29. 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**.