

Foundation Grants Application Form Guidance

We've listed the standard questions on our Foundation Grants application form below to help you prepare in advance. These are the same across all programmes, apart from the 'About Your Project' section, which is tailored to the specific programme you are applying for.

Section	Questions	Notes/Tips
Contact details	- Name - Email - Phone - Secondary Contact Number - Job Title - Address details	Most of this information should be pre-filled from your registration.
About your group or organisation section	- Start Month - Start Year	Check your governing document.
	- What type of organisation are you? (Picklist examples) - Charitable Incorporated Organisation - Community Interest Company limited by guarantee. - Registered charity - Registered charity and Company limited by guarantee. - Registered society - Unincorporated Club or Association - Voluntary Community Group	Select your legal status. If none of the options fit, revisit our eligibility criteria or contact us for further guidance.
	- Charity Commission Number - Company Number	

Section	Questions	Notes/Tips
About your group or organisation section (cont..)	Are you part of a larger regional or national organisation? Yes/No	
	Income during your last accounting year/financial year or last 12 months	These figures should align with the accounts you have submitted / that we have on file.
	- Full-time staff/workers - Part time staff/workers - Management Committee - Volunteers (under 25 years old) excluding management committee. - Members (excluding management committee) - Volunteers excluding management committee	How many people are involved in running/supporting your organisation?
	- Please detail the Chairperson's name, home address, telephone number and personal email address. - Please detail the names of all members of your management committee and indicate the roles of Vice-Chair, Secretary and Treasurer. - Bank Account Details: Please provide the names and addresses of all authorised signatories on your bank account, please indicate if any signatories are related. Bank accounts should have at least two unrelated signatories and preferably three. - Website & social media pages	You must have a minimum of 3 management committee members, with the majority being unrelated to each other. Your bank account must also have a minimum of 2 unrelated signatories.
	- Name on bank account - Sort code - Bank/Building society name. - Bank account number - Social Media Account Details	Make sure the name on your bank account matches your organisation's name. Please also check that the bank details match the bank statement you provide.
	Please briefly describe the overall aims and objectives of your organisation and the activities or services you provide.	Try to keep this to a few sentences; tell us what you do and who your work supports.

About your project	• Please enter a project name if you have one. • Project/Funding start date • Project/Funding end date	If your project has specific start and finish dates, please add them. If your project is ongoing, enter the start and finish dates of the funding period.
	• Is this new work?	Tick this box if the work is new for your organisation. If you are applying to continue existing work, please leave this blank.

Section	Questions	Notes/Tips
About your project continued...	• Please describe your request in 30 words or less	Be specific about deliverables (e.g. number of workshops, locations). For core costs, describe your general organisational activities. Focus on changes/impact on people you support.
	• What is the project/activity you are seeking funding for	
	• Which needs in Hertfordshire will you be addressing? How do you know this project/activity is needed?	
	• What positive changes will this project/activity make?	
	• How will you know if your work is successful?	
	• Please give details of any local networks or partners you are involved with and any plans to work in partnership with other organisations, e.g. for referrals.	
	• Please tell us about your organisation's experience of helping people and the impact of your previous work; you may also want to tell us about the people involved in your project and why you are confident in their ability to make the project succeed.	

What geographical areas	- You will be asked to select which areas your beneficiaries primarily come from. You can select one or more from the following list - Top-tier local authority – Hertfordshire - Local authority – East Herts, Hertsmere, North Herts, St Albans, Stevenage, Welwyn Hatfield, Watford, Broxbourne, Three Rivers.	
	Please provide a postcode which represents the geographical area you will benefit.	As above. Use your organisation's postcode if you work across multiple areas.

Section	Questions	Notes/Tips
Themes And Who It Will Benefit	- Primary Theme - Please select a single option to represent the primary theme of your project - Primary Activity - Please select the primary activity of your project - How many people will directly benefit from this funding? - Primary Beneficiaries - Please select the primary beneficiary group for this grant - Primary Ethnic Group - Please select the primary ethnic group that will benefit from this grant. - Primary Age Group - Please select the primary age group that will benefit from this grant. - Primary Nationality - Please select the primary nationality of those that will benefit from this grant. - Primary Gender - Please select the primary gender of those that will benefit from this grant. - Primary Sexual Identity - please select the primary sexual identity of those that will benefit from this grant. - Primary Religion - please select the primary religion of those that will benefit from this grant.	A full list will be provided for each question

What will it cost?	• What is the total cost of the project? • How much has been raised so far? • Are you currently seeking other funding for this project?	Tell us what the total cost of running this project/service is. If you are asking for a contribution towards core costs, what is your projected annual budget? If relevant, tell us what funding has been secured to date and where this has been raised from.
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	• Are you seeking other funding?	Are you actively applying for additional funds for this project/your work?
Full Cost Breakdown	• Staff Costs - Total Staff Cost, Staff Requested Amount • Volunteer Costs - Total Volunteer Cost, Volunteer Requested Amount • Operational/Activity Costs – Total Operations Cost, Operations Requested Amount • Office, Overheads, Premises Costs – Total Overheads Costs, Overheads Requested Amount • Capital Costs (Equipment) – Total Capital Costs, Capital Requested Amount • Publicity Costs – Total Publicity Cost, Publicity Requested Amount • Other Costs – Total Other Costs, Other Requested Costs • Total Costs – total amount requested	

Upload Required documents Please upload your supporting documents. Please ensure you have electronic copies of all of these available before commencing.	• You will be asked to upload the following documents: • Constitution • Bank statement (dated within the last 3 months) • Signed accounts (dated within the last 18 months) • Equal Opportunities Policy (dated within the last 2 years) • Safeguarding Policy (dated within the last 12 months). • A full list of your current Trustees/ Management committee	Please make sure all policies have a review date stated on them. We will be unable to process your application until supporting documents have been provided. Please contact us to discuss if you have any issues
Submit your application	• You will be asked to read our grant terms and conditions and agree to them as part of your application, stating your name and position • within the organisation, whom you act on behalf of.	We provide our terms and conditions at this stage so that you can ensure you are happy to meet these conditions, should you be awarded a grant.

If you need any further guidance, get in touch and we'll be happy to help.

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