

How to:

complete our application form

Most of our applications follow the same format and include the questions outlined in this document.

Some funds will have additional questions, or the questions might differ slightly. We would recommend starting an online form and completing pages one and two first and saving your progress as you go.

Choose your preferred language

You will get to choose to complete the form in English and Welsh at the beginning of the application form:

Community Foundation Wales Sefydliad Cymunedol Cymru

Save my progress and resume later | [Resume a previously saved form](#)

Please select which language you want to complete this application form in?

Dewiswch ym mha iaith rydych chi am lenwi'r ffurflen gais hon?

*

- Cymraeg / Welsh
- English / Saesneg

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Saving progress option

You'll also notice that you have an option to 'Save my progress and resume later' at the top of every page of the form.

Resume Later

In order to be able to resume this form later, please enter your email and choose a password.


Your Email:

A Password:

Confirm Password:

If you don't want to complete the whole form in one session, please tick this box and the system will ask you to set a password. We recommend that you save the form regularly as you never know when your internet or electric gets cut off unexpectedly. We aren't able to retrieve information that isn't saved.

You can resume this form at any time. Make sure you can remember the email and password you just provided. You will need them to resume your form.

 **IMPORTANT:** Your submission is considered incomplete until you resume it and press the submit button.

First page

The application will start by asking questions about your organisation, including address and primary contact details, social media tags and website address, type of organisation and registration number if relevant, staffing numbers, income/expenditure and reserves within the last accounting period and a narrative of the aims and objectives of the organisation.

The Organisation

Name of the organisation *

Address (Line 1) *

Address (line 2)

Town/City *

County *

Postcode *

General Telephone Number *

General Email Address *

Website

Social Media

 Twitter

 Facebook

 Instagram

Other details

Date Established

What type of organisation are you? *

- Constituted Community Group
- Registered Charity
- Charitable Incorporated Organisation
- Company Limited by Guarantee
- Community Interest Company
- Unincorporated Club or Association
- Other

Are you part of a larger regional or national organisation?

- Yes
- No

In the last accounting year

Income *

Expenditure *

Unrestricted Reserves *

Staffing and Volunteers

Full time staff / workers *

Part time staff / workers *

Trustees / Management Committee *

Volunteers (excluding Management Committee) *

Does your organisation pay the Living Wage to their employees?

If you aren't already, we encourage you to become accredited as a Living Wage Employer with the Living Wage Foundation: www.livingwage.org.uk/employers

Please describe the overall aims and objectives of your organisation and the activities or services your organisation provides *

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Second page

You will need to upload 3 key documents including:

- The organisations governing document (if you're unsure what document you need to upload here, [click here](#))
- The organisation latest set of financial accounts or Income and Expenditure Sheet for the last year
- Your Safeguarding Policy

Supporting Documents

We need the following documents to process your application

Governing Documents *

Choose File No file chosen

Accounts for the last year *

Choose File No file chosen

Safeguarding Policy *

Choose File No file chosen

Equality & Diversity Policy *

Choose File No file chosen

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Third page

These questions are intended to help us better understand your ask for funding:

Has the project you're applying for funding for got a title? If you're applying for core costs, please write 'Contribution towards our Core Costs' here.

Project Details

Project Name *

How long will this project last? E.g. are you applying for funding for 1, 2 or 3 years

Duration *

Start Date *



IMPORTANT - When considering the start date, remember that it takes up to 2 months for us to process your application and we wouldn't recommend putting a start date that is less than 2 months from the deadline date for the fund. If the fund hasn't got a deadline, 2 months from date of submission.

Please give a brief summary of your project

*

How to give a brief summary of your funding needs?

- This is 2 or 3 sentences about who you will work with eg. Local older people, how you will work with them eg. 1 x 2 hour weekly fitness workshops over a year and what you hope to have achieved as a result of this work eg. Improve mobility, reduced isolation etc.
- If you are applying for core costs, tell us what type of costs you'd hope to cover and how this will benefit the work of your organisation referring to the focus of the criteria if necessary.

What opportunities have you identified to improve the service you offer to your beneficiaries? Considering the funding focus within the Grant Criteria, we're interested to hear about:

- How you have engaged your beneficiaries?
- How you work with other groups and agencies to provide a network of support?
- What are your particular strengths?
- How you use your strengths to add value to the work of others?

*

Considering the funding focus within the Grant Criteria, we're interested to hear about:

- How you have engaged your beneficiaries?
- How you work with other groups and agencies, both third sector and statutory, to provide a network of support? EG. Signposting, referral pathways
- What are your particular strengths as an organisation?
- How you use your strengths to add value to the work of others? Eg. Shared resources, training

What positive changes do you expect your project to bring to individuals, groups and the wider communities that you work with?

Consider the people you are directly working with, their families and friends as well as the wider community in which they live Eg. Reduced isolation / increased community engagement / improved understanding etc. How will you know these changes have taken place? *

We want to know what difference this grant and the project you've outlined will have here -

- Consider the people you are directly working with, their families and friends as well as the wider community in which they live E.g. Reduced isolation / increased community engagement / improved understanding etc.
- How will you know these changes have taken place? Eg. What data will you collect to inform you? Who will you speak with who might be able to acknowledge the changes made?

Demographics

How many volunteers will you work with? *

How many beneficiaries will you work with? *

Which Age Category do they primarily fit into? *

Primary Beneficiary *

Primary Ethnicity

Primary Sub-Ethnicity

- How many volunteers will you work with?
- How many beneficiaries will you work with?
- Which age category do they primarily fit into? (this is a drop down menu)
- Primary Beneficiary group (this is a drop down menu)
- Primary ethnicity group (this is a drop down menu)
- Primary sub-ethnicity group (this is a drop down menu)



IMPORTANT - please note that you will be required to report back on these in the monitoring form if your application is successful. We realise that you won't be able to give us a definitive answer here, but be realistic.

Budget

Expected Total Cost *

£

How much money are you applying to us for?

£

How do you plan on raising the remaining costs (if applicable)

What costs do you expect the funding to cover? *

- Expected total cost (numbers only, there's no need to use pennies)
- How much money are you applying to us for? (numbers only, there's no need to use pennies)
- How do you plan on raising the remaining costs? (If applicable)
- You need to complete this section if your 'Expected Total Cost' is higher than the amount your applying to us for. Please explain how the balance will be raised. If you've applied elsewhere, tell us who you've applied to and when you're likely to hear the outcome. If you have a fundraising event planned, what date is that taking place and what is the target for the day?
- What costs do you expect this funding to cover? If you are requesting core costs please detail your full core costs. Its useful to see a breakdown here, for example –
 - Rent - £100 per month
 - Volunteer Expenses - £60 per week

Will this project be ongoing? *

If Yes, please tell us how you plan to sustain/finance this project in the long term.

*Eg. The project is volunteer led, a training programme will develop a team of volunteers to continue this work at a reduced cost / other funders will be approached / the application was for set up costs – the project will be self-funding going forward. **

We want to know if this project will continue after our support has ended. Not all project will and you won't be penalised for saying 'No' here is there is no need for the project afterwards. The project might address the need in a year.

If yes, please tell us how you will sustain the project. Will you apply to other funders to cover the costs in future years, if so, who are you going to approach. If the grant you've applied for will train volunteers or purchase equipment, the project might be able to continue with minimum financial input.

Community Foundation Wales recognises its responsibility to help safeguard the environment in Wales for the benefit of future generations. We believe we all have a part to play and that changes however small have the potential to make a real difference.

In consideration of the growing concerns surrounding climate crisis, we are keen to hear from our applicants about the steps they are taking to address this issue. Please share with us one thing that your organisation is doing / will do to support the climate challenge.

Eg. Creating signage to remind users to turn off all lights & appliances when not in use, re-using and recycling clothing, encouraging more environmentally friendly modes of transport.

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*



We've added this question to all our application forms to learn about how organisations like yourselves are considering the environment when delivering your services/projects.

The answer to these questions are not assessed when we consider your funding request. We're using the answers given to gain insight and gather evidence for the kind of funding support the sector will or won't need to be more environmentally conscious in the future.

Fourth page

The final page will then ask for the contact details of the person completing the form, who will then become the primary contact for when we're processing the application.

You will also need to sign up to the following declaration -

Please can you confirm the following:

- I am authorised to make the application on behalf of the above organisation (I am a member of the management committee or a senior staff member)
- I certify that the information contained in this application is correct to the best of my knowledge
- If the information in the application changes in any way I will inform Community Foundation Wales immediately
- I give permission for Community Foundation Wales to record the information in this form electronically and to contact my organisation by phone, mail or email with information about its activities and about future funding opportunities
- I am aware that if I do not include the supporting documents listed within the required time frame (e.g. annual accounts for the last financial year and your organisation's governing documents), my application will be ineligible.
- The organisation has a Safeguarding Policy that is regularly reviewed and updated.

I agree and have read and understood the above *

I give permission for Community Foundation Wales to use details from this application for marketing purposes should a grant be approved by the panel



IMPORTANT - Do not tick this box unless you have the authority to do so.

Submitting the form

When you're happy with the answers given to the questions asked, you will need to click on

Review Application

This is your opportunity to read over the application one last time before clicking submit.

Then click the Submit button once you're happy. You'll need to follow the steps to electronically sign the form and you'll get a follow up email to confirm receipt and to verify the electronic signature given.



IMPORTANT – you need to click on the submit button at the end of the form for it to be considered by the panel. We don't receive the form if you've only saved it on the system.

Changes After Submission

If anything changes in the project details after you've submitted the form, then please send us an update to grants@communityfoundationwales.org.uk. Please include the application reference (beginning with FR-00) in your email to enable us to find your application on our system.

For example, if another funder has agreed to support some of the costs and you need to reduce the amount you need from us.

Available support

The Grants Team at Community Foundation Wales is here to support you in submitting an application.

We aren't able to read over draft applications before you submit but you can schedule a call or email grants@communityfoundationwales.org.uk if you're unsure if you're eligible for the fund or you're unsure what to include in the answers to any of the above questions.