

Example Organisation Application Form

Before clicking on Apply Now please read or watch our How to Guides - [How to use our Grants Hub - Community Foundation Wales](#)

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. Below are screenshots of Community Foundation Wales' organisational application forms. This document is for guidance only. Once you have signed up or logged in, you will see the page below.




Introduction	<h2>How to use this form?</h2> <p>Before you get started, here are a few friendly tips to help you find your way around:</p> <ul style="list-style-type: none">• Move around freely: use the section menu on the left to jump to any part of the form, no need to complete it in order.• Save as you go! Click Save & Next at the end of each section to save your answers.• Track your progress:<ul style="list-style-type: none">✔ A great tick means the section is complete.⚠ An orange warning icon means there are still questions to answer.• Avoid starting a new application: Be careful using your browser's back button as it may take you to the home page and start a new application. To return to the form you are working on, go to My Applications and open it from there.• Error messages: If a required question is missing, an error message will remain at the top of the page until you have completed the question and clicked Save & Next.• After you have submitted your application, it will become read only, so you won't be able to make any changes.• Take your time!
The Organisation	
Application	
Budget	
Details	
Beneficiaries	
Outcomes	
Main contact	
Declaration	
Feedback	
Submit	

You need to link your Organisation to your application. You will need to complete all the Organisation sections before you can submit your application. This includes information about your governance, safeguarding, finances, colleagues, volunteers, social media, etc.



Introduction ✓	<h3>Missing Organisation Information</h3> <p>You have not linked an Organisation to your application.</p> <p>Please click on My Organisation and proceed with setting up your Organisation. If you do not complete these steps you will be unable to submit this application.</p> <p>Manage your Organisation Save & Next</p>
The Organisation	
Application	
Budget	
Details	
Beneficiaries	
Outcomes	
Main contact	
Declaration	
Feedback	
Submit	

Pages 3 to 7 are all questions linked to you describing your application.

Introduction ✓	<div style="text-align: center;"></div> <h2>About your application</h2> <p>Please select if your application is for project or core costs. Please note that we will consider a contribution towards core if you're applying for project costs.</p> <p>We consider 'Core Costs' to be an organisation's operating costs, essential to keeping an organisation running from day-to-day. They are not related to delivering specific or distinct projects.</p> <p>These might include for example:</p> <ul style="list-style-type: none">• General office expenses, such as rent, utilities, insurance, etc.• Governance and compliance costs such as accountancy and audit, training, memberships, etc.• Management, HR and payroll costs.• Costs related to marketing and communications.• Monitoring, evaluation and learning.• Safeguarding training, DBS checks, etc. <p>Application Type</p> <p><input type="radio"/> Project costs</p> <p><input type="radio"/> Core costs</p> <p>Application Name ⓘ</p> <input type="text"/>
-----------------------------	--

Introduction ✓

The Organisation ⚠

Application

Budget

Details

Beneficiaries

Outcomes

Main contact

Declaration

Feedback

Submit



Please give a brief summary of your application / project

We're looking for a clear overview that tells us:

- who you will be working with (e.g., unpaid carers, older people, families on low incomes, or Welsh-speaking communities)
- where your work/project will take place (e.g., Barry, Wrexham, rural Powys, or across South West Wales)
- what you will deliver (e.g., weekly drop-in sessions, outreach support, training workshops, or group activities), and
- how the people you work with will benefit (e.g., improved wellbeing, reduced isolation, increased confidence, or better access to support).

Example: Valleys Connect supports young people living in the Rhondda who are at risk of isolation. We will run weekly community drop-in sessions offering social activities and practical support. This will help them build friendships, feel more connected to their community, and improve their overall wellbeing.

Word Count: 0 / 300

Previous

Save & Next

Introduction	✓
The Organisation	⚠
Application	
Budget	
Details	
Beneficiaries	
Outcomes	
Main contact	
Declaration	
Feedback	
Submit	



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 have you 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?

We're keen to see that organisations are not working in isolation but instead building on and into a network of support to provide a more holistic approach and good partnership working. For example, referral and signposting organisations.

Word Count: 0 / 500

Previous

Save & Next

Introduction	✓
The Organisation	⚠
Application	
Budget	
Details	
Beneficiaries	
Outcomes	
Main contact	
Declaration	
Feedback	
Submit	



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

Please describe the difference your project/work will make for the people you support and the wider community. This could include changes for individuals, their families or carers, and the wider community, such as reduced isolation, improved confidence or skills, stronger community connections, or increased access to support.

Tell us how you will know these changes have happened (for example, feedback from participants, attendance or engagement levels, surveys, or observed changes).

Where possible, include a brief example or case study that shows the impact of your work in practice.

Word Count: 0 / 500

Previous

Save & Next

Introduction ✓

The Organisation ⚠

Application

Budget

Details

Beneficiaries

Outcomes

Main contact

Declaration

Feedback

Submit



Please explain how your organisation is planning for the future.

Things to think about here could include:

- What are the key issues facing your community currently?
- How will you know your work is effective in addressing these issues?
- Are there any external challenges or opportunities that will impact your work?
- Do you think your organisation would benefit from working in partnership? If so, who would you be keen to work with and why?

We're interested in how groups consider the long-term effects of their work and its collaboration with others. The Well-being of Future Generations (Wales) Act focuses on enhancing the well-being of Wales across social, economic, environmental, and cultural aspects. It recommends organisations to think long-term, improving cooperation with people, communities, and peers, to tackle persistent issues like poverty, health disparities, and climate change. We are keen to encourage organisations to not only consider their local community but also how their work aligns with the efforts of other groups, both voluntary and statutory.

Word Count: 0 / 500

Previous

Save & Next

Pages 8 and 9 are questions linked to your budget. Please note you need to complete the duration question in your application above to be able to complete this section.

Budget

Before completing this section, please read the grant criteria to ensure you are not applying for more funding than we can award through this grant.

Year 1 Budget

Requested amount

£0.00

Total costs

£0.00

Year 2 Budget

Requested amount

£0.00

Total costs

£0.00

Year 3 Budget

Requested amount

£0.00

Total costs

£0.00

Total Budget Calculations

Total Requested amount

£0.00

Total Project costs

£0.00

This grant will be **0.00%** of the total costs.

Save & Next

If applicable, please detail how you will secure the remaining costs.

If this grant does not cover 100% of the total costs, please provide a breakdown of where you'll secure the balance. Has this been secured, or if not, when are you likely to find out the outcome?


Word Count: 0 / 500










What costs do you expect Community Foundation Wales to cover?





Please give a breakdown of what you will spend the grant on. For example, for core costs you could provide a breakdown of costs for positions, salaries, associated oncosts, and/or utility bills.


For project costs, you could provide a list and associated costs for positions, salaries, events, workshops, 1:1 support, etc.

Page 10 to 13 ask questions about the detail of your application.

Introduction ✓	<div style="text-align: center;"></div> <h3>Details</h3> <p>From the question below, please choose the category that fits the majority of the beneficiaries of this grant.</p> <p>Primary Theme</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 20px;">-- none selected --</div> <div style="text-align: right; margin-top: 10px;">Save & Next</div>
The Organisation ⚠	
Application ⚠	
Budget ⚠	
Details	
Beneficiaries	
Outcomes	
Main contact	
Declaration	
Feedback	
Submit	


Introduction 	<p style="text-align: center;"></p> <h3>Details</h3> <p>From the question below, please choose the category that fits the majority of the beneficiaries of this grant.</p> <p>Primary Theme</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">Education and Training  </div> <p>Primary Issue</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">-- none selected --  </div> <div style="text-align: right;">Save & Next</div>
The Organisation 	
Application 	
Budget 	
Details	
Beneficiaries	
Outcomes	
Main contact	
Declaration	
Feedback	
Submit	

Introduction ✓															
The Organisation ⚠															
Application ⚠															
Budget ⚠															
Details															
Beneficiaries	<h3>Activities</h3> <p>Please tell us what activities and how many beneficiaries this grant will support. If applying for core costs, select your main activities. Click 'Add another activity' to include more than one.</p> <table border="1"> <thead> <tr> <th>Primary Activity</th> <th>Delivery</th> <th>Target Number of Beneficiaries</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Select an Option ▼</td> <td>Select an Option ▼</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td colspan="2"></td> <td>0</td> <td></td> </tr> </tbody> </table> <p style="text-align: right;">+ Add another activity</p>			Primary Activity	Delivery	Target Number of Beneficiaries	Actions	Select an Option ▼	Select an Option ▼	<input type="text"/>				0	
Primary Activity	Delivery	Target Number of Beneficiaries	Actions												
Select an Option ▼	Select an Option ▼	<input type="text"/>													
		0													
Outcomes															
Main contact															
Declaration	<div style="display: flex; justify-content: space-between;"> Previous Save & Next </div>														
Feedback															
Submit															

Introduction ✓		
The Organisation ⚠		
Application ⚠		
Budget ⚠		
Details		
Beneficiaries		
Outcomes		
Main contact		
Declaration		
Feedback		
Submit		





Local Authority

Please confirm which Local Authority you will work in. If you are delivering in multiple Local Authorities, please click on 'Add another local authority' to add more than one area.







Description	Actions
<input style="width: 95%;" type="text" value="Select an Option"/>	
+ Add another local authority	


[Previous](#)
[Save & Next](#)

Pages 14 to 17 ask questions about the people that will benefit from your application.

The Organisation 	<h2>Primary Beneficiaries</h2> <p>From the question below, please choose the category that fits the majority of the beneficiaries of this grant.</p> <p>Primary Beneficiary</p> <ul style="list-style-type: none"><input type="radio"/> Carers<input type="radio"/> Children and young people<input type="radio"/> Ex-offenders/offenders/people at risk of offending<input type="radio"/> Families/parent(s)/guardian<input type="radio"/> Local vulnerable residents<input type="radio"/> Older people<input type="radio"/> People experiencing homelessness<input type="radio"/> People from a particular minority ethnic or racial origin<input type="radio"/> People living in poverty/disadvantage<input type="radio"/> People living with alcohol/drug addictions<input type="radio"/> People living with learning difficulties and disabilities<input type="radio"/> People living with learning disabilities<input type="radio"/> People living with mental health problems<input type="radio"/> People living with physical disabilities<input type="radio"/> People living with sensory disabilities<input type="radio"/> People not in education, employment, and training (NEET)<input type="radio"/> People who are serving/have served in the Armed Forces and/or their families<input type="radio"/> People who self-identify as LGBTQ+<input type="radio"/> Refugees/sanctuary seekers/vulnerable migrants<input type="radio"/> Victims or survivors of crime/violence/abuse <p>How many volunteers will you work with?</p> <input type="text"/>
Application 	
Budget 	
Details 	
Beneficiaries	
Outcomes	
Main contact	
Declaration	
Feedback	
Submit	


Save & Next

Introduction 	 <h3>Primary Beneficiaries</h3> <p>From the question below, please choose the category that fits the majority of the beneficiaries of this grant.</p> <p>Primary Gender</p> <ul style="list-style-type: none"><input type="radio"/> Female<input type="radio"/> Male<input type="radio"/> Non-binary<input type="radio"/> Transgender<input type="radio"/> Queer<input type="radio"/> All genders<input type="radio"/> Prefer not to say <p>Previous Save & Next</p>
The Organisation 	
Application 	
Budget 	
Details 	
Beneficiaries	
Outcomes	
Main contact	
Declaration	
Feedback	
Submit	

Introduction ✓		
The Organisation ⚠		
Application ⚠		
Budget ⚠		
Details ⚠		
Beneficiaries		
Outcomes		
Main contact		
Declaration		
Feedback		
Submit		

Age Group


Please tell us the age range of the individuals that will benefit from this grant.
If you are delivering to multiple ages, please click on 'Add another primary age' to add more than one range.

Description	Target Number of Beneficiaries	Actions
<div style="border: 1px solid #ccc; padding: 2px;">Select an Option ▼</div>	<div style="border: 1px solid #ccc; width: 100%; height: 20px;"></div>	
0		

+ Add another primary age


Previous
Save & Next

- Introduction ✔
- The Organisation ⚠
- Application ⚠
- Budget ⚠
- Details ⚠
- Beneficiaries
- Outcomes
- Main contact
- Declaration
- Feedback
- Submit



Ethnicity







Please select which ethnicity group your beneficiaries are from.
If you are delivering to multiple ethnicities, please click on 'Add another primary ethnicity' to add more than one range.








Ethnicity	Sub-Ethnicity	Target Number of Beneficiaries	Actions
<input style="width: 100%;" type="text" value="Select an Option"/>	<input style="width: 100%;" type="text" value="Select an Option"/>	<input style="width: 100%;" type="text" value="0"/>	

[+ Add another primary ethnicity](#)

Previous
Save & Next

This section is focussed on the outcomes your organisation will achieve if you are awarded funding.

Introduction 	<h2>Outcomes</h2> <p>Please select at least one outcome for your application. Whether you choose one outcome or four, your application will be treated equally. We are most interested in understanding the change your work will create, not the number of outcomes you select.</p> <p>Outcomes describe the positive changes or differences your project, or organisation will create because of your work. They should clearly link to the overall aim of your project or organisation and show the difference you hope to make for the people or communities you support.</p> <p>Please note: If your application is successful, you will then be asked to select indicators for each outcome. These indicators will help you measure and show the progress and impact of your work. You will report on both your outcomes and indicators as part of your grant reporting.</p> <p>Outcome 1</p> <ul style="list-style-type: none"><input type="radio"/> Improved access to community infrastructure and resources<input type="radio"/> Improved aspirations for the future<input type="radio"/> Improved community cohesion<input type="radio"/> Improved mental health and wellbeing<input type="radio"/> Improved physical health and wellbeing<input type="radio"/> Increased participation in arts, culture and heritage<input type="radio"/> Increased organisational sustainability <p>Outcome 2</p> <ul style="list-style-type: none"><input type="radio"/> Improved access to community infrastructure and resources<input type="radio"/> Improved aspirations for the future<input type="radio"/> Improved community cohesion<input type="radio"/> Improved mental health and wellbeing<input type="radio"/> Improved physical health and wellbeing<input type="radio"/> Increased participation in arts, culture and heritage<input type="radio"/> Increased organisational sustainability <p>Outcome 3</p> <ul style="list-style-type: none"><input type="radio"/> Improved access to community infrastructure and resources<input type="radio"/> Improved aspirations for the future<input type="radio"/> Improved community cohesion<input type="radio"/> Improved mental health and wellbeing
The Organisation 	
Application 	
Budget 	
Details 	
Beneficiaries 	
Outcomes	
Main contact	
Declaration	
Feedback	
Submit	

Introduction 	<h3>Main Contact Person</h3> <p>First Name</p> <input type="text"/>
The Organisation 	
Application 	
Budget 	
Details 	
Beneficiaries 	
Outcomes 	
Main contact	
Declaration	
Feedback	
Submit	

Email
testtwo@communityfoundationwales.org.uk

You are unable to amend your email address as a part of an application, the email is linked to your user profile, if you need to change this address please contact us.

Telephone (Daytime)

Telephone (Mobile)

Do you have any additional communication or accessibility needs. For example, related to neurodiversity, sight, hearing, speech, or language? If so, please let us know so we can support you appropriately.

Word Count: 0 / 200


What language should we use to contact the main contact?


- English
- Welsh

How did you hear about the Fund?

Save & Next

Introduction 


The Organisation 


Application 

Budget 

Details 

Beneficiaries 

Outcomes 

Main contact 

Declaration

Feedback

Submit

Our promise to you

We value your privacy and are committed to keeping your data safe. To ensure the security of your personal information, we will only use your data as outlined in our [Privacy Policy](#) and will never share your data with other organisations without your explicit consent.

You can unsubscribe from receiving communications at any time by emailing info@communityfoundationwales.org.uk

Declaration

By submitting this application, I confirm that:

- I am authorised to apply on behalf of the organisation.
- The information provided is true and accurate to the best of my knowledge, and I will notify Community Foundation Wales of any changes.
- Community Foundation Wales can store this information electronically and contact the organisation by phone or email regarding this application.
- The organisation has up-to-date governing documents, recent accounts (or a financial forecast if under 18 months old), a bank account in its name, and appropriate insurance.
- The organisation has a safeguarding policy reviewed annually, with a named responsible person.
- The organisation meets eligibility requirements as a recognised non-profit with a dissolution clause or asset lock, and at least three unrelated trustees or directors.
- I understand that failing to provide or update required supporting documents within the timeframe may result in this application being ineligible.

I agree and have read and understood the above.

- Yes
 No

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

- Yes
 No

Save & Next

Introduction	✓
The Organisation	⚠
Application	⚠
Budget	⚠
Details	⚠
Beneficiaries	⚠
Outcomes	⚠
Main contact	⚠
Declaration	⚠
Feedback	
Submit	

Feedback

We value your experience and your voice matters. Your input is crucial in shaping our services and ensuring a better application process for everyone. Choose your score by clicking the red circle next to the number that best reflects your rating (1–5).



How easy was it to complete the application form?

- 1
- 2
- 3
- 4
- 5

Were the questions easy to understand?

- 1
- 2
- 3
- 4
- 5

How useful did you find the Grant Criteria documents?

- 1
- 2
- 3
- 4
- 5