

# Example SWEF 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. However, questions do differ if you are applying as a 'Start Up Business' or a Trading Business'. Below are screenshots of Community Foundation Wales' SWEF application form. This document is for guidance only. Question may vary slightly once you start your application via our Grants Hub.



<b>Introduction</b>	<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"><li>• <b>Move around freely:</b> use the section menu on the left to jump to any part of the form, no need to complete it in order.</li><li>• <b>Save as you go!</b> Click <b>Save &amp; Next</b> at the end of each section to save your answers.</li><li>• <b>Track your progress:</b><ul style="list-style-type: none"><li>✔ A great tick means the section is complete.</li><li>⚠ An orange warning icon means there are still questions to answer.</li></ul></li><li>• <b>Avoid starting a new application:</b> 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 <b>My Applications</b> and open it from there.</li><li>• <b>Error messages:</b> 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 <b>Save &amp; Next</b>.</li><li>• <b>After you have submitted your application,</b> it will become read only, so you won't be able to make any changes.</li><li>• <b>Take your time!</b></li></ul>
The Organisation	
Application	
Budget	
Details	
Beneficiaries	
Outcomes	
Main contact	
Declaration	
Feedback	
Submit	

You need to link your Organisation (Business) to your application. You will need to complete all the Organisation sections before you can submit your application. This includes information about how your business is registered, when did you establish your business, social media, etc.



Introduction <span>✔</span>	<h3>Missing Organisation Information</h3> <p>You have not linked an Organisation to your application.</p> <p>Please click on <b>My Organisation</b> and proceed with setting up your Organisation. If you do not complete these steps you will be unable to submit this application.</p> <p><a href="#">Manage your Organisation</a> <a href="#">Save &amp; Next</a></p>
<b>The Organisation</b>	
Application	
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Outcomes	
Main contact	
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Submit	

Pages 2 to 5 are all questions linked to you describing your business.

## Main Application Form Sections

### About your business

This fund has been created to support young entrepreneurs (aged 18-30) to invest in their business venture and/or support them to take their business to the next level.

What stage is your business at?

- Start up: Business at the pre-revenue stage, or within a month or two of starting to trade.
- Trading: Business must be an applicant's sole work focus, or you should be able to demonstrate that it will become so shortly.

Application Name

What area/sector is your business in? For example, a carpenter, a gardener, a beautician, etc.

Start Date (when you need the funding, please note decisions are made within two months of the close date).

Start date must be in the future

## Summary of your business

Please describe the products you will make or the services you will provide. Please provide as much detail as you can.

This is a Start Up and Trading Question.



Word Count: 8 / 300

What training, experience and skills do you have to potentially succeed with the business?

This is a Start Up and Trading Question.



Word Count: 8 / 300

What time and money have you put into the business? Please be specific.

This is a Start Up and Trading Question.



Word Count: 8 / 300

## Employment and Business Progression

Are you currently receiving any Benefits, such as Universal Credit?

- Yes
- No

How much of your working week are you spending on your business? If relevant, what else are you doing for work? If ever, when do you think your business will be your full time occupation?

This is a Trading Question.



Word Count: 5 / 300

Previous

Save & Next

What do you currently do for work?

This is a Start Up Question



Word Count: 6 / 300

## Market Research

What market research have you carried out? How do you know your product or service is wanted or needed?

This is a Start Up Question



Word Count: 6 / 500

How will/do you attract/get your customers?

This is a Start Up and a Trading Question.



Word Count: 9 / 500

Are there any similar businesses to yours in the area? If yes, please list them.

This is a Start Up and a Trading Question.



Word Count: 9 / 500

Previous

Save & Next

## Financial Impact of the Grant

What would business success look like in 1 year's time? How will you achieve this?

This is a Start Up and a Trading Question



Word Count: 9 / 300

Please explain what financial impact the grant would have on the business and why?

This is a Trading Question.



Word Count: 5 / 300

Previous

Save & Next

How will this grant help you start your business?

This is a Start Up Question



Word Count: 6 / 300

Pages 7 and 8 are questions linked to your budget and finances.

## 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.

**Requested Amount:** How much you are applying to Community Foundation Wales for.

**Total Costs:** The total cost needed, as you may have secured, or be in the process of securing, funding from other sources.

Please enter the figures without commas, semi-colons or spaces e.g. 500

**Businesses who have been operating and have generated income can apply for grants up to £2,000.**

**Start-up businesses (pre-revenue) are only eligible for smaller grant amounts, up to £500.**

### ▼ Year 1 Budget

Requested amount

£500.00

Total costs

£700.00

### ▼ Total Budget Calculations

Total Requested amount

£500.00

Total Project costs

£700.00

This grant will be **71.43%** of the total costs.

**Do you have a business bank account? You need to have a business bank account open in the business name to be awarded a grant.**

Yes

No

***The questions below are only for business that are Trading - applicants applying for up to £2,000.***

**Do you or your business have any debts?**

Yes

No

If you do have debts, please provide the amount and where the funds are owed.

This is a Trading Question.



Word Count: 5 / 300

## Finances

**Over the last 12 months, what was the total sales revenue for your business? Please only input a number no symbols e.g. £.**

**Over the last 12 months, what was the total income/salary that the business paid you? Please only input a number no symbols e.g. £.**

Save & Next

## Your Business Sales and Revenue

Please provide a breakdown of your monthly costs and sales revenue.

This is a Trading Question.



Word Count: 5 / 500

### What costs do you expect Community Foundation Wales to cover?

What will you be using the grant for? Please list items, and the cost and provide weblinks/quotes. Please note: If you do not provide weblinks your application may be withdrawn.

This is a Start Up and Trading Question.

Word Count: 8 / 500

If you are unsuccessful with this grant application, how else would you fund the intended purchases? For example, savings, bank loan, etc.

This is a Start Up and Trading Question.

Word Count: 8 / 500

## Outcomes Section

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

### Outcomes

Please select at **least one outcome** for your application. Whether you choose one outcome or three, your application will be treated equally. We are most interested in understanding the impact this grant will create, not the number of outcomes you select.

Outcomes describe the positive changes or differences your business will create because of your work. They should clearly link to the overall aim of your organisation and your application.

**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.

#### Outcome 1

- Improved aspirations for the future
- Improved economic wellbeing
- Increased enterprise activity

#### Outcome 2

- Improved aspirations for the future
- Improved economic wellbeing
- Increased enterprise activity

#### Outcome 3

- Improved aspirations for the future
- Improved economic wellbeing
- Increased enterprise activity

#### Outcome 4

- Improved aspirations for the future
- Improved economic wellbeing
- Increased enterprise activity

Save & Next

# Main Contact Section

## Main Contact Person

First Name

Surname

Date of Birth

Date of Birth cannot be in the future

Gender

- Male
- Female
- Prefer Not To Say

Ethnicity

Role at organisation

Email

nalmizusti@necub.com

*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

## Declaration Section

### 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](mailto:info@communityfoundationwales.org.uk)

### Declaration

Please can you confirm the following:

- I am authorised to make the application on behalf of the above business.
- 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 give permission for Community Foundation Wales to pass my details over to SWEF, the donor of the Fund.
- If awarded funding I give permission for Community Foundation Wales and SWEF to showcase my business through social media platforms, newsletters and their websites.

**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.**

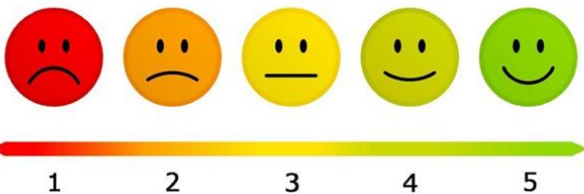
- Yes  
 No

Save & Next

## Feedback Section

### 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