Investing in Communities

Online Application Form Brief

Small grants for community organisations and local charities in Kent to strengthen their resilience and build their capacity to deliver sustainable, face-to-face services to people at the margins of society

Section A - Summary Information

A1   Your Organisation

A2   Please confirm that your organisation is tax resident ONLY in the UK [tick box]

A3   Contact Title (Mr, Ms etc)

          Contact First Name

          Contact Surname

A4   Your Job Title/Role

A5   Your Email Address

A6   Please re-enter your email address

A7   Please summarise the purpose of your application in no more than 25 words.
          *This summary is important - please ensure that it is succinct, clear and accurate and **does not exceed** 25 words.*

                                        (Maximum 250 characters including spaces)

Section B - Your Organisation

B1   Organisation Address

          Town

          County

          Post Code

B2   Organisation's Telephone Number

B3   Your Direct Telephone Number

B4   Organisation's Website Address

B5   What is the legal status of your organisation i.e. registered charity, CIC, social enterprise etc

B6   If applicable, please provide your charity and company registration numbers

B7   In what year was your organisation formed *(numbers only please e.g. 1985)*

B8   How many people are:

          a) employed full-time   b) employed part-time   c) working as volunteers

          d) trustees or management committee members

B9   Briefly describe the aims, objectives and activities of your organisation.
If possible, include the approximate number of young people the organisation currently works with.
                          (Maximum 1,250 characters including spaces which is about 200 words)

B10   What was your organisation's gross income in its last financial year?
If you are a new organisation without a full financial year's figures, please enter zero

B11   What were the main sources of this income?
Please Indicate if these have changed significantly in the current year.
                          (Maximum 1,250 characters including spaces which is about 200 words)

B12   What was its expenditure in the last financial year?
If you are a new organisation without a full financial year's figures, please enter zero

B13   What were the main areas of expenditure?
                          (Maximum 1,250 characters including spaces which is about 200 words)

B14   What were your organisation's reserves in the last financial year?
If you are a new organisation without a full financial year's figures, please enter zero

B15   Which District does your organisation serves all or part of?
If more than one applies, please select the primary one. If this is not possible, please select Kent-wide.

- Ashford
- Canterbury
- Dartford
- Dover
- Folkestone & Hythe
- Gravesham
- Maidstone
- Medway
- Sevenoaks
- Swale
- Thanet
- Tonbridge and Malling
- Tunbridge Wells

- Kent-wide
- Other

[If 'Other' provide a field to provide the details]

B16   Which District includes the geographic area that would be funded by the grant?
If more than one applies, please select the primary one. If this is not possible, please select Kent-wide.

- Ashford
- Canterbury
- Dartford
- Dover
- Folkestone & Hythe
- Gravesham
- Maidstone
- Medway
- Sevenoaks
- Swale
- Thanet
- Tonbridge and Malling
- Tunbridge Wells

- Kent-wide
- Other

[If 'Other' provide a space to provide the details]

Section C – Purpose of Your Grant

C1   Which fund are you applying to: [can only tick one]

a) Stabilising grants   b) Extending grants

[IF C1 is a) please display the following statement] **_Please note_** – *if you are unable to provide two years of published financial records you can only apply for grants of up to £3,000 per annum (£9,000 maximum award).*

[IF C1 is b) please display the following statement] **_Please note_**: *you can only apply to this fund if you can provide at least two years of published financial records.*

C2   Please use this space to explain why you need a grant.

[If C1 is a) please display the following statement] *Please be **_very specific_** about what you propose to do with the funds and how this will help you focus on delivering your services and building sustainability.*

[If C1 is b) please display the following statement] *Please be **_very specific_** about what you propose to do with the funds and how this will help you explore new ways of working and extend your reach and impact.*

(Maximum 4,000 characters including spaces which is about 600 words)

C3   Who would manage the work and be accountable for its impact?

C4   What are the anticipated outcomes of the grant?

(Maximum 1,250 characters including spaces which is about 200 words)

C5   How would you measure these outcomes?

(Maximum 1,250 characters including spaces which is about 200 words)

C6   If you are able to, please tell us many people you estimate will benefit from the grant in any one year?

*[Provide option to fill in a number field **_or a_** 'not possible to say' tick box field]*

C6b   *[If C6 is a number]* Do you propose to monitor this number and if so how?

(Maximum 1,250 characters including spaces which is about 200 words)

C7   *[If C1 is a) display this question]* What plans do you have to secure replacement funding in future years?

(Maximum 1,250 characters including spaces which is about 200 words)

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Section D - Financial Information about the grant you are seeking

D1   Are you requesting a one-off grant or a grant payable over more than one year

[One-off grant]   [Grant over two years]   [Grant over three years]

D2   How much are you requesting from the Trust:

[Year one and one-off grants]

[Year two]

[Year three]

[Total Grant] [form calculated field]

D3   What is the total cost of the new project or service?

D4   [if D3 is greater than D2 (Total Grant)] Please explain how you would make up the difference between the total project cost and the amount you are requesting from us.

(Maximum 1,250 characters including spaces which is about 200 words)

Please note that you will be asked to attach a budget for your grant at the end of this form.

Section E - Classifying the grant you are seeking

Please consider the following categories and indicate which is most relevant to your application:

If more than one applies, please select the most relevant.

E1   If C1 is A The grant would ***mainly*** pay for: [only one can be selected]

- Staff salaries/wages and employee benefits

- Staff recruitment and/or training

- Volunteers, including their recruitment, training and support

- Marketing and fundraising

- Travel and subsistence

- IT systems, social media and website

- Accounting, book-keeping and audit

- Utilities and telecommunications

- Rent and building costs, including office furnishing

- Insurance and legal costs

- Other

If C1 is B The grant would *__mainly__* pay for [only one can be selected]

- Consultancy support

- Investigating a merger

- Investigating new partnerships and shared services

- Investigation of new contracts, income diversification or enterprise

- Staff training and development

- Working towards relevant quality standards

- Capital item(s)

- IT/monitoring systems

- Other

E2   Beneficiaries [only one can be selected]

- Children/young people

- Elderly/old people

- People with disabilities

- People who identify as a minority

- General public

- Other

E3   Age group of most of the beneficiaries: [only one can be selected]

- Children (0- 16 years)

- Young people (16 – 25 years)

- All children and young people (0 – 25 years)

- Elderly/older people

- All adults

- All ages

Section F – Previous funding

The Trust is keen to hear from organisations that it has funded previously as well as new organisations.

F1   Have you received funded from the Trust within the last ten years?

Yes/No

[If Yes] Please tell us about your grant and the impact that it made.

(Maximum 1,250 characters including spaces which is about 200 words)

Section G – Attachments

- Please attach copies of your published financial accounts for the last two years

    [IF chosen a) please display the following statement *If you do not have two year's published financial accounts, please attach any financial accounts you have and/or a budget/cash flow for the forthcoming financial year.*

    Attachment 1

    Attachment 2

- Please attach a budget in Excel or as a Word table, showing specifically what the grant would pay for
- Please attach a copy of your organisation's safeguarding policy
- If you are not a registered charity, please attach evidence of your not-for-profit tax status