

# Investing in Communities

## Online Application Form Questions

*Small grants to 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
- B4a Twitter account if applicable
- B4b Facebook account if applicable
- 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*)

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- 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 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 as shown in the latest published accounts?  
*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. If you are a new organisation without a full financial year's figures, please enter zero*  
*(Maximum 1,250 characters including spaces which is about 200 words)*
- B12 What was your organisation's expenditure as shown in the latest published accounts?  
*If you are a new organisation without a full financial year's figures, please enter zero*
- B13 What were the main areas of expenditure?  
*If you are a new organisation without a full financial year's figures, please enter zero*  
*(Maximum 1,250 characters including spaces which is about 200 words)*
- B14 What were your organisation's unrestricted reserves as shown in the latest published accounts?  
*If you are a new organisation without a full financial year's figures, please enter zero*
- B15 Which District does your organisation serve 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 name]*

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B15 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 field to provide the name]

### Section C – Purpose of Your Grant

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

- a) Stabilising grants      b) Extending grants      c) Delivering 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 £2,500 per annum or a maximum one-off grant of £4,000

[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.

[If C1 is c) please display the following statement] **Please note** – you can only apply to this fund if you can provide at least one year of published financial records.

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

If applying for a stabilising grant:

Please be **very specific** about what you propose to do with the funds and how this will help you continue to deliver your current services. Please also address how your service reaches all sections of the community you serve, particularly those who face additional discrimination/disadvantage.

If applying for an extending grant:

Please be **very specific** about what you propose to do with the funds and how this will help you explore new ways of working that develop and strengthen your organisation. Please also address how your service reaches all sections of the community you serve, particularly those who face additional discrimination/disadvantage.

If applying for a delivering grant:

Please be **very specific** about what you propose to do with the funds and how this will help you to deliver your proposed project. Please also address how the project will benefit the community you serve, particularly those who face additional discrimination/disadvantage.

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

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- C3 What are the anticipated outcomes of the grant?  
*(Maximum 1,250 characters including spaces which is about 200 words)*
- C4 How would you measure these outcomes?  
*(Maximum 1,250 characters including spaces which is about 200 words)*
- C5 **[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)*

### 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 core cost provision?
- D4 **[If D2 total is less than D3]** Please explain how you would make up the difference between the total 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

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- 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

E1b [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

E1c [If C1 is c ] The grant would **mainly** pay for: [only one can be selected]

- One-off project costs

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

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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 funding 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

*[Only show this if C1 is a] 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

- If the organisation's financial situation has changed significantly since the last year end accounts were published, please attach a copy of the latest management accounts.
- Please attach a budget in Excel or as a Word table, showing specifically what the grant would pay for. Where the budget includes salary costs, please show how these meet the current living wage. Where application is for a multi-year grant please allow for inflationary uplift.
- If you are not a registered charity, please attach evidence of your not-for-profit tax status.