

## CFCT - Online Application Form Questions

### PRIMARY CONTACT DETAILS (YOUR DETAILS)

- Title \*
- First name\*
- Last name\*
- Job title/position\*

*Your email address must be a **monitored email address** and where possible, linked to the applicant organisation, e.g., [jobloggs@applyingcharity.org](mailto:jobloggs@applyingcharity.org)*

**Please note:** *all our grant correspondence will be by email using this email address*

- Email address\*
- Please re-enter your email address\*
- Work telephone\*
- Mobile telephone\*

### ORGANISATION DETAILS

- What is the legal name of your organisation?\*
- Is your organisation known by any other name(s) (e.g., working names or old names)?
- Is your tax residence\*

**Tax Resident ONLY in the UK;**

**Tax Resident in UK and other jurisdictions;**

**Tax Resident outside of the UK**

- Organisation street address\*
- Town\*
- County
- Post code\*
- Website (or social media account) e.g., Facebook (Please do not include https//:)
- How many people work for your organisation in a paid capacity? Please provide a FTE number\* *(Numbers only please)*
- How many people work for your organisation in a voluntary capacity? Do not include trustees or directors in this number\* *(Numbers only please)*
- How many trustees/directors does your organisation have on its management board?\* *(Numbers only please)*

**Please note:** We can only fund certain types of organisation. If you are unsure how to answer the next question, please contact us.

- Please select your organisation's legal structure

Registered Charity  
Charitable Incorporated Organisation (CIO)  
Community Benefit Society  
Community Interest Company (CIC)  
Cooperative  
Credit Union  
Industrial & Provident Society (IPS)  
Other non-profit organisation  
Trust  
Unincorporated Association  
University

**Please note:** organisations that are not registered charities will be asked to attach supporting documents with evidence of their not-for-profit status later in this form

- What year was your organisation formed?\* (Please only include the year e.g. 2008)
- Charity Commission number (if applicable)
- Company number (if applicable)

*Please leave blank if you are not a registered company*

- Has your organisation received a grant from us within the last seven years? \*
- When answering the next question, please refer to your organisation's charitable aims and objectives and summarise the services it provides.
- Provide a brief description of your organisation\* (Maximum 100 words)
- Which category best defines the community or group of individuals your organisation was set up to support?

Asylum seekers,	Older people
Refugees,	Parents and guardians
Migrants	People who are disadvantaged and/or vulnerable
Children	People with disabilities
Families	Racial; ethnic or national communities
Girls and women	Widows; widowers and orphans
Homeless people	Veterans
LGBTQ+	Young people
Men	

*Please choose the most appropriate category and contact us if you are unsure.*

- Which region is your organisation located in?

*Please choose the region where your organisation is physically based i.e. where its registered office or head office is based. Please contact us if you are unsure.*

- Which grants programme are you applying to? \*

Community Fund  
Brighter Futures  
Through the Gate

*Depending on the answer you give you will be asked to say how you deliver an essential service at a local level to vulnerable and deprived people in Kent (Community Fund) or which priority group your application focuses on (Brighter Futures)*

*When answering the next question, provide any outcomes evidence you have that explains the impact that your services are making in furtherance of your charitable aims.*

- How do you know your work is effective? \* *(Maximum 250 words)*
- Are your beneficiaries, service users or people with lived experience involved in the leadership and/or running of your organisation, and if so how? \* *(Maximum 100 words)*

## **YOUR ORGANISATION'S FINANCES**

*Use figures from your most recently published annual accounts.*

- Briefly explain your organisation's current financial position\* *Maximum 100 words*
- Total annual income £
- Total annual expenditure £
- Free cash reserves £

*If your organisation has free cash reserves which could cover the amount you are requesting in grant support, we need to know why you will not be covering the cost from these reserves. There may be very good reasons, for example, you may be saving for a future project or have a policy to hold a minimum amount in your free reserves.*

- If you have free cash reserves above the amount you are applying for, tell us why you need the grant *Maximum 100 words*
- Has your organisation reported an operating deficit in the last two years or is an operating deficit predicted this year?
- Approximately, what percentage of your income is derived from statutory sources? (E.g. local authority, government, council.)
- Does your organisation pay all employed staff the Living Wage? *Your answer to this question will not affect our decision*
- *If you feel your answers do not provide a clear and accurate picture of your current financial situation, explain this in your answer to the next question.*
- Please use this space to make any additional comments about your organisation's financial situation *(Maximum 100 words)*

## BANK DETAILS

*You must supply your bank details and later you will be asked to upload a scan or photograph of a bank statement or paying in slip as evidence.*

*If your application is not successful this information will be deleted from our system.*

- Name of bank\*
- Account name\*
- Sort code\*
- Account number\*

## APPLICATION DETAILS

*This section refers to the activities or costs you are asking us to fund.*

*Your answers to the next two questions should enable us to visualise what your organisation is trying to achieve. The **application title** should be succinct and clear. The **purpose of funding** should explain what is needed and why you are well-placed to provide it. If you are applying for core/revenue funding, please tell us your longer term plan for financial sustainability.*

- Application title: please provide a one sentence application title\* *(Maximum 10 words)*
- Purpose of funding: please explain how much you are requesting from us and what you will use this funding for\* *(Maximum 250 words)*

### **Please provide three intended outcomes:**

*We understand that your planned work/activities may be the first stage of a longer journey and that because of this, it can be difficult to identify the eventual outcomes for your beneficiaries. However, we ask you to identify three **measurable** outcomes.*

*For example, these could be: to increase the number of young people securing college places from x to x; to increase the number of beds available in the shelter from x to x; to double the footfall at the food bank; to secure a new premises; to increase the number of mentoring sessions that can be provided from x to x...*

- Outcome 1\* *(Maximum 15 words)*
- Outcome 2\* *(Maximum 15 words)*
- Outcome 3\* *(Maximum 15 words)*

*In the next question please only count direct beneficiaries. We appreciate that your work may ultimately have wider reach, but please be assured that we value quality over quantity.*

- How many people do you expect to benefit directly from our grant?\* *(Numbers only please)*

- Which age group of people would benefit from our grant? (You can select multiple categories)\*
- Which age group of people would benefit from our grant? (*You can select multiple categories*)

Babies and preschool  
 Primary school age children  
 Senior school age children  
 Young adults 16 - 30  
 Adults 30 - retirement  
 Older adults

- Which of the following Charity Commission categories best describes the work you wish us to fund? *If more than one category applies, please tick the most relevant and contact us for guidance if you have any problems answering this question\**

Abuse	Loneliness
Accommodation	Mentoring
Adult education	Offender and rehabilitation
Almshouse	Out of school club
Bereavement	Playgroups, playgrounds and parks
Child abuse	Primary education
Childcare and nursery	Refuge or shelter
Community development	School fundraising and support
Community transport	Secondary education
Crime prevention	Sexual abuse
Domestic abuse	Social activities
Economic development	Social enterprise
Employability training	Student support
ESOL	Temporary or emergency housing
Food banks and practical help	Trafficking and modern slavery
Further education	Training and skills
Higher education	Umbrella bodies
Housing and homelessness	Unemployment
Housing association	Victim support
Poverty and deprivation	Vocational training
IT and digital	Volunteering

- Where will the beneficiaries of your project be located? (*multiple locations*)\*
- Are you working in partnership with any other organisation(s) to deliver this work/activities? If you are, please provide details (*Maximum 100 words*)
- How much are you requesting from us?\* £
- *Brighter Futures and Through the Gate applications* - Over how many years do you wish this to be paid and in what amounts per year?" (*Maximum 15 words*)
- Will this cover the total cost?\*

- If not, what is the shortfall \* £
- Start date - when do you expect to start the funded work? \*
- End date - when will the funded work end? *If you are applying for ongoing work or core funding, please leave start/end date blank* \*

*Please make sure you have taken into account the delay in receiving your grant decision. Please contact us if you need guidance in answering this question.*

- Dependent factors: Are there any important factors that could affect the success or timeline of the funded work? *(Maximum 100 words)*
- EDI: Please tell us how you approach equality, diversity and inclusion in your services and what efforts will you make to reach and support people who face additional disadvantage or discrimination? *(Maximum 100 words)*

### **Faith-based organisations**

*We do **not** fund projects/activities that seek to proselytise or promote any religion. However, an applicant organisation can have a faith ethos or affiliation.*

- Is your organisation affiliated with a particular religion? \*

### **Artificial intelligence (A.I.)**

*We are aware that many organisations are taking advantage of A.I. in their work. Some are using A.I. to help them to prepare their grant applications. We are interested to know if you have used A.I. to help you to complete this application form. Your answer **will not** affect our funding decision.*

- Have you used A.I. to help you complete this application? \*

*The final question provides an opportunity for you to add any further information that you feel is relevant to your application*

- Additional comments: please tell us about any contact you have already had with us about your application and any special permissions you have been given and by whom *(Maximum 100 words)*

## **ATTACHMENTS**

### **Accounts**

- Attach your latest annual accounts. Attach your most recently published annual accounts. Your application cannot be processed without these documents. \*

*Max file size: 10 MB*

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## **Budget**

- Please attach a breakdown of costs in Excel or as a Word table, showing specifically what the grant would pay for. You may wish to provide organisational figures or figures for a particular element of your work. Please use your discretion and contact us if you need guidance on how to present your budget.\*

*Max file size: 10 MB*

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## **Bank details**

- Please attach a scanned copy of a bank statement or paying in slip for your organisation\*

*Max file size: 10 MB*

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## **Safeguarding**

- Please attach a copy of your organisation's safeguarding policy - Copy\*

*Max file size: 10 MB*

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## **Not-for-profit status**

- If you are not a registered charity, please attach evidence of your not-for-profit tax status