



Information Requested: non-Church organisations:

The Foundation is delighted to accept applications from a wide range of organisations, please see below for details of the information the Foundation requires in order to be able to review your application. Incomplete applications lead to delays while we request the missing information, so you are encouraged to review the following carefully to ensure you have a decision as quickly as possible.

1. Completed Application Form

A copy of this one-page form can be downloaded from this website in Word and PDF formats.

2. A covering letter

The application should include a covering letter signed by an authorised representative of the charity

3. The charity's UK registration number:

Applicants should be UK registered charities, however this restriction does not apply to a limited number of EXEMPT organisations - churches, educational establishments, hospitals and housing corporations (see separate section for further information on Churches).

4. The name of the project

Please name the specific project requiring funding, or let us know whether your request is for core costs. (Please note the Foundation cannot consider requests for specific salaried positions).

5. A copy of the most recent report and audited accounts.

Charities required to submit these to the Charity Commission should also provide confirmation that this has been done.

Charities required to send an Annual Information Return (AIR) to the Charity Commission should include a copy of this.

6. Summary of the charity's purpose and activities

A concise description of what the charity does including the regions or locations covered and the number of beneficiaries.

7. A synopsis of the project

Please provide a concise summary of the project for which you are requesting funding with a clear description of the benefits of the project and the timescales involved. If you are applying for core costs please let us know why this is the case.

8. A financial plan for the project

This should include a budget with details of anticipated expenditure over the course of the year, along with anticipated income

9. Current and proposed fundraising plan

Please outline what funds have already been secured and from which sources, including the amounts. Please also provide details of planned fundraising activity and where it is proposed to source any funding shortfall from.

While we request that you send us the information detailed above, concise applications are appreciated, as are those which describe your activities in an uncomplicated way, avoiding jargon and acronyms. We also find pictures and photos useful where available, however please send these in hard copy only.