



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 may result in delay to the outcome so you are encouraged to review the following carefully.

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 note below 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 salaries).

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 (currently the Charity Commission requires audited accounts from charities with an income or expenditure of more than £10,000).

6. Summary of the charity's purpose and activities

A concise description of what the charity does and who benefits from its activities, including the regions or locations covered.

7. A synopsis of the project

Please provide a concise summary of the project for which you are requesting funding, with details of the benefits and anticipated outcomes. 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 if you are sending these please do so in hard copy and not electronically.