

Main grants – EOI (Stage One) Application Form guidance

We've listed the standard questions on our Main grants EOI application form below to help you prepare in advance. These are the same across all programmes, apart from the 'About Your Project' section, which is tailored to the specific programme you're applying for.

Section	Questions	Notes/Tips
Contact details	<ul style="list-style-type: none"> • Name • Email • Phone • Secondary Contact Number • Job Title • Address details 	Most of this information should be pre-filled from your registration.
About your group or organisation section	<ul style="list-style-type: none"> • Start Month • Start Year 	Check your governing document.
	<ul style="list-style-type: none"> • What type of organisation are you? (Picklist) <ul style="list-style-type: none"> ○ Charitable Incorporated Organisation ○ Community Amateur Sports Club (CASC) ○ Community Benefit Society ○ Community Interest Company limited by guarantee ○ Registered charity ○ Registered charity and Company limited by guarantee ○ Registered society ○ Unincorporated Club or Association ○ Voluntary Community Group 	Select your legal status. If none of the options fit, revisit our eligibility criteria or contact us for further guidance.
	<ul style="list-style-type: none"> • Charity Commission Number • Company Number 	

Section	Questions	Notes/Tips
About your group or organisation section (cont..)	<ul style="list-style-type: none"> Are you part of a larger regional or national organisation? Yes/No 	
	<ul style="list-style-type: none"> Income/Expenditure and unrestricted reserves 	These figures should align with the accounts you have submitted / that we have on file.
	<ul style="list-style-type: none"> Full-time staff/workers Part time staff/workers Management Committee Volunteers (under 25) excluding management committee Members (excluding management committee) Volunteers excluding management committee 	How many people are involved in running/supporting your organisation?
	<ul style="list-style-type: none"> Please detail the names of all members of your management committee and indicate bank signatories. 	You must have a minimum of 3 management committee members, with the majority being unrelated to each other. Your bank account must also have a minimum of 2 unrelated signatories.
	<ul style="list-style-type: none"> Name on bank account Sort code Bank/Building society name Bank account number 	Make sure the name on your bank account matches your organisation's name. Please also check that the bank details match the bank statement you provide.
	<ul style="list-style-type: none"> Referee details 	Provide details of a professional referee who knows your work and can provide an independent reference.
	<ul style="list-style-type: none"> Please briefly describe the overall aims and objectives of your organisation and the activities or services you provide. 	Try to keep this to a few sentences; tell us what you do and who your work supports.
About your project	<ul style="list-style-type: none"> Please enter a project name if you have one. Project/Funding start date Project/Funding end date 	If your project has specific start and finish dates, please add them. If your project is ongoing, enter the start and finish dates of the funding period.
	<ul style="list-style-type: none"> Is this new work? 	Tick this box if the work will be new for your organisation. If you are applying to continue existing work, please leave this blank.

	<ul style="list-style-type: none"> Funding Request: What do you need funding for and why? (200 words max) People Benefitting: Who will benefit from this work and why do they need this support? (200 words max) Expected Impact: What change or impact do you expect to see because of this work? (200 words) 	<p>Be specific about deliverables (e.g. number of workshops, locations).</p> <p>For core costs, describe your general organisational activities.</p> <p>Focus on changes/impact on people you support.</p>
Section	Questions	Notes/Tips
What geographical areas	<ul style="list-style-type: none"> You will be asked to select which areas your beneficiaries primarily come from. This will include selecting both a Top Tier Local authority and any specific local authorities you are working in. This list relates to our Main grants Top-tier local authority – Brighton & Hove, West Sussex, East Sussex, Sussex wide Local authority - Adur, Arun, Brighton & Hove, Chichester, Crawley, Eastbourne, Hastings, Horsham, Lewes, Mid Sussex, Rother, Wealden, Worthing. 	<p>Please select the Top Tier first – e.g. West Sussex. Then select the local authority (LA) where most of your beneficiaries reside.</p> <p>E.g. If your base is in Horsham (LA) but you occasionally offer workshops in other areas across Sussex, pick Sussex wide (Top Tier) and Horsham (LA).</p>
	<ul style="list-style-type: none"> Please provide a postcode which represents the geographical area you will benefit. 	<p>As above. Use your organisation's postcode if you work across multiple areas.</p>
Impact & Indicators	<p>Impact – We would like to know which of our four funding priorities your work best addresses.</p> <ul style="list-style-type: none"> Tackling poverty Improving health Reaching potential Acting on climate 	<p>For more information on our funding priorities, visit our website.</p> <p>You can also select a secondary priority if relevant to your work.</p>
Impact & Indicators	<ul style="list-style-type: none"> Indicators – you will be asked to indicate the number of people who will benefit from the work proposed. Reaching Potential - Number of people supported to develop skills, knowledge, or capabilities through education, training, or personal development 	<p>Suggest the number of people who will benefit for one priority.</p> <p><i>We understand not all work is easily quantifiable, but this information helps us understand your project's scale and will be used for reporting to donors and other funding partners.</i></p>

	<p>Tackling Poverty - Number of people supported to improve financial security or access to essential services and resources</p> <p>Improving health - Number of people supported to improve their physical or mental wellbeing</p> <p>Acting on climate - Number of people supported to reduce environmental impact or build climate resilience</p>	
Section	Questions	Notes/Tips
People benefiting	Please select a single category to describe the people primarily taking part in your project/activity: A full list will be given for you to select from	If relevant to your project, you can also select a secondary group of people benefiting
	<ul style="list-style-type: none"> Primary Ethnic Group - Please select the primary ethnic group that will benefit from this grant. A full list will be given for you to select from 	If your project is not aimed at a specific ethnicity, please select 'All ethnicities'. You will also be given an option to select other groups that may also benefit.
What will it cost?	<ul style="list-style-type: none"> What is the total cost of the project? 	Tell us what the total cost of running this project/service is. If you are asking for a contribution towards core costs, what is your projected annual budget?
	<ul style="list-style-type: none"> How much has been raised so far? 	If relevant, tell us what funding has been secured to date and where this has been raised from.
	<ul style="list-style-type: none"> Total Amount requested? 	How much funding do you want us to consider? Check our fund criteria for the maximum you can ask for.
What will it cost? Cont..	<ul style="list-style-type: none"> Please provide a budget breakdown with main headings and amounts (maximum 200 words). 	<p>Please specify if this is for:</p> <ul style="list-style-type: none"> Core/running costs (everyday operational expenses) Project costs (specific activities/programmes) <p>If you are requesting core funding, state your total annual budget and which items our funding will support. If your application is based on a specific role/element of your</p>

		<p>work, write the cost of the annual salary for that role.</p> <p>For all requests, indicate which specific items/activities our funding will go towards.</p>
	<ul style="list-style-type: none"> Are you seeking other funding? 	Are you actively applying for additional funds for this project/your work?
Section	Questions	Notes/ Tips
<p>Upload Required documents</p> <p>Please upload your supporting documents.</p> <p>Please ensure you have electronic copies of all of these available before commencing.</p>	<ul style="list-style-type: none"> You will be asked to upload the following documents: <ul style="list-style-type: none"> Constitution Bank statement (dated within the last 3 months) Signed accounts Equal Opportunities Policy Safeguarding Policy (if relevant to your work) Quotes/catalogues pages (for capital work or equipment) We will be unable to process your application until supporting documents have been provided. Please contact us to discuss if you have any issues. 	<p>You'll need to upload documents during your first application to the portal, even if you have sent them to us previously.</p> <p>For future applications, you'll only need to upload a recent bank statement or any updated documents.</p>
<p>Submit your application</p>	<ul style="list-style-type: none"> You will be asked to read our grant terms and conditions and agree to them as part of your application, stating your name and position within the organisation, whom you act on behalf of. 	<p>We provide our terms and conditions at this stage so that you can ensure you are happy to meet these conditions, should you be awarded a grant.</p>

If you need any further guidance, get in touch and we'll be happy to help.

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