

Main grants – Grant Request Questions

We have listed the standard questions on our Grant Request below to help you prepare in advance. These are the same across all programmes, apart from the 'About Your Project' section, which may be tailored to the programme you are 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"> Please tell us how your organisation is run and supported in terms of how many staff/volunteers are involved. 	
	<ul style="list-style-type: none"> Please detail the names of all members of your top tier management committee and indicate bank signatories. 	You must have a minimum of 3 management committee members/trustees/directors, with the majority being unrelated to each other. Please list their names, along with any additional signatories, where appropriate. 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 	An independent professional referee who knows of your work eg a referral partner.
	<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; simply tell us what you do and who your work supports.
	<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.
About your project	<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.

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About your project continued...	<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) Is your grant request for project costs or core (unrestricted) Is your grant request time limited or flexible? 	<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 the people you support.</p> <p>Are you looking for funds for a specific project or as an unrestricted contribution to your core costs.</p> <p>Is your delivery fixed or flexible – i.e. if un-funded in this round would your request be suitable to be carried over to future rounds?</p>
Impact & Area of Benefit	<ul style="list-style-type: none"> Project Areas: Brighton & Hove, West Sussex, East Sussex, Sussex wide. Local authority – eg Adur, Chichester, Hastings. Please provide a full postcode which represents the geographical area you will benefit. Impact – We would like to know which of our four funding priorities your work best addresses. <ul style="list-style-type: none"> Tackling poverty Improving health Reaching potential Acting on climate Please select the primary issue which you aim to address through this funding. Eg: Homelessness 	<p>Please select the best fit from the options listed, considering where most of your work takes place and beneficiaries are from.</p> <p>As above. Use your organisation's postcode if you work across multiple areas.</p> <p>For more information on our funding priorities, visit our website. Additional priorities which you address can be mentioned in the 'About Your Project' section.</p> <p>Additional issues you address can be mentioned in the 'About Your Project' section.</p>
People benefiting	<ul style="list-style-type: none"> Please select a single category from the list to describe the people primarily taking part in your project/activity. Eg Carers Primary Ethnic Group - Please select the primary ethnic group that will benefit from this grant from the list provided. 	<p>If relevant to your project, you can also select a secondary group of people benefiting</p> <p>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.</p>

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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 – Currently £10k for Main Grants
	<ul style="list-style-type: none"> • Please provide a budget breakdown with main headings and amounts (maximum 200 words) in list form. 	<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, provide a summary of your annual budget and which items our funding will support. If your funding is for a specific role/element of your work, write the cost of the annual salary for that role. 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?
	<p>Upload Required documents. Please upload your supporting documents. Please ensure you have electronic copies of all of these.</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) 	You'll need to upload documents during your first application to the portal, even if you have sent them to us previously. If you have submitted them via the portal recently you won't need to re-submit again. If you are new to us, we will be unable to progress your application until documents have been received. Please contact us if you have any issues you wish to discuss.

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

Email: grants@sussexcommunityfoundation.org

Phone: 01273 409 440