**Guidance notes to complete a Grant Application form**

Please make sure you have read our eligibility information on [our website](https://kentcf.org.uk/funding) before completing the form.

**Section 1: About your organisation**

You will be asked for the name, registered address of your organisation and the name and contact details of the contact for this application.

The person named will be the sole point of contact regarding this application form so be sure that the details supplied are correct. If this contact changes at any time, for any reason, please be sure to contact KCF with the updated information asap.

**Section 2: About your organisation and your people**

This section includes a question about whether you have applied to KCF for funding before. This is a conditional question. This means that, depending on your answer, the form may ask you for additional information.

1. If you select ‘Yes, this is our first application’ a box will appear on the page with additional questions about your organisation. These questions ask for information that is basic but very important; website address and social media information, office phone number and email address and where the majority of your work is carried out.

This section also includes a question about the type of organisation you are, including options for registered charities, companies and CIOs. If your organisation is a charity that is NOT registered with Chairty Commission you may select the ‘Constituted Community Group’ option.

1. If you select ‘No, our details have not changed since we last applied’ you will proceed straight to the About your people section of the page.

You will be asked to tell us how many staff members (split into full and part time) and trustees/directors/management committee members you have. You will also be asked to list out the names of your trustees/directors/management committee members as well as the names of the individuals listed as signatories on your organisations bank account.

**Section 3: Finance**

This section requests your organisation’s latest annual income, bank details for the organisation’s account (name, number and sort code) and confirmation of the process in place for authorising and spending money (by card, cash, or online). You can either type out this process in the box provided or – if this process is laid out in an existing document (Finance Controls Policy for example) you can attach that document to your application.

**Section 4: Your Request**

There are multiple parts to this section. First you will be asked if you have seen or heard of a particular fund that you think your work would be suitable for. If you have not got a particular funder in mind, you can select ‘No’ and move on to the next question.

You will then be asked to indicate which of KCF’s five priority areas your work will fall under. Please use the drop down to chose the area that your project/the majority of your work will address.

The rest of this section is dedicated to the project/work that you would like to request funding towards, including whether the requested amount will be used for a specific project or as a contribution towards your general core costs for the year. The rest of the questions will address the who, what and why of your request, as well as the primary beneficiaries and primary issues addressed by the work.

If you would like to plan your answers to these questions ahead of time, we would suggest copying the questions below into a Word document and then pasting them into your application when you are happy with your responses.

1. What do you intend to spend the grant on?
2. What is the need for this work and how was that need identified?
3. What positive difference will this grant make to the organisation and/or people who use your service?
4. Tell us why you're the best people to do this work and about any partnerships/collaborations you are part of

**Section 5: Your Budget and Supporting Documents**

The final section relates to the budget for the work you would like to carry out. This includes the total cost of your project (if this is a contribution towards core costs you can use your annual expenses figure from the previous year or projected expenditure for the current period) and how much has been raised so far (this includes contributions from other grant makers, donations from the public and/or contributions from your own reserves etc).

The most important part of this budget section is the question that asks how you would like to provide your budget for the application. You can either choose to type it out in the box provided or attach a spreadsheet or other document that has the budget breakdown clearly laid out. Whichever option you choose please be sure to break down any staff costs per hour and be sure to attach a quote or pro-forma invoice to the application for any individual cost that comes to £750 or more.

For example we would not request a quote for a monthly rental cost of £500 even though it comes to £6,000 for a year however we would expect to see a quote for an annual insurance premium that is paid in one sum of £800.

The last part of this section relates to the supporting documentation required as part of your application. Please do note that, while there are some documents we do not need you to send again if you have had an application to us in the last two years (Governing Document for example) if we do not receive all of the supporting documents with the application form we will contact you to ask you provide them. Depending on how quickly you are able to provide these documents, this process may delay your application.

 In some cases – depending on whether you are completing an Annual, General or Micro Route form we may request the name and contact details of a referee to support your application. This will need to come from someone who is independent from your organisation and it’s day-to-day running, but who is aware and supportive of its work. Make sure to speak with your referee and provide them with a copy of the completed application to aid them with completing your reference.

**Post Submission**

Once your application form has been completed your will receive an email with a PDF of your completed application attached. Be sure to keep a copy of this on file as you may want to refer back to your original application.