**PLEASE NOTE: This sample form is provided to help you prepare to PLEASE NOTE: This sample form is provided to help you prepare to apply for The Clothworkers’ Form. You must use our online portal to apply for a grant. We will not consider application forms sent by email.**

Sample Application Form



OPEN GRANTS

PROGRAMME

**ORGANISATION DETAILS**

**Organisation legal name**

What is the legal name of your organisation?

**Other names**

If your organisation is known by any other name(s) (e.g., working names or old names) please provide details below

**Address**

**Website (or social media account) e.g., Facebook**

(Please do not include https//:)

**Type of organisation**

**Charity Commission number (if applicable)**

**Year of registration**

(Please only include the year e.g., 2008)

**Company number (if applicable)**

Please leave this section blank if you do not have a Companies House number

**For 'CICs' and 'other non-profits' please attach your supporting documents.** Upload your CIC report (if you have selected 'CIC' above), or governance documents (if you have selected 'other non-profit' above). Charities registered with the Charity Commission (or Scottish/NI Charity Commissions) can skip this question. Don't forget to click 'Upload' after selecting your file.

**If you have selected 'other non-profit' how is your organisation constituted?**

**Have you received a grant from us before?**

**If yes, please confirm the year, amount and the purpose of the grant.**

**Provide a brief description of your organisation.**

Please refer to the aims and purpose of your organisation, and the range of day-to-day services/activities provided.

**What words best define the community or group of individuals you support?** For example, 'the LGBTQ+ community' 'young people with mental health issues' 'the Somali community'.

**Which programme area(s) does your project fall under?**

You may tick more than one category if you feel that a significant amount of your work falls under more than one programme area. We also understand that many organisations are experts in one field, and there is no funding advantage in selecting more than one area.

**How does your organisation's work fit within the programme area(s) you selected?**

Explain how your activities support people from the programme area(s) and their needs. If your work straddles more than one programme area, please provide details. *Do not refer to your capital project at this stage.*

**How are your beneficiaries or service users involved in the leadership and/or running of your organisation?**

We want to know if your organisation and activities are user-led, and how those with lived experiences are represented in leadership positions.

**How do you know your work is effective?**

We want to find out what information you collect and how it helps improve your service delivery. Please also provide outcomes evidence from you or from others (if available) to answer this question.

**PRIMARY CONTACT DETAILS (YOUR DETAILS)**

**Title**

**First name**

**Last name**

**Job title / position**

**Email address**

This must be a monitored email address and when possible, an email address linked to the applicant organisation, e.g., joebloggs@applyingcharity.org. **All our grant correspondence is by email**.

**Work telephone**

**Mobile telephone**

**YOUR ORGANISATION’S FINANCES**

**Explain your organisation's *current* financial position**

Your answer should cover past performance and also your ***current*** performance which might include reference to your most recent management accounts).

**Is your organisation experiencing or expecting any financial difficulties?**

When answering this question, please also explain COVID-19's impact on your financial position (and how that may change over the next two years).

**Total annual income**

Use figures from your most recently published annual accounts.

**Total annual expenditure**

Use figures from your most recently published annual accounts.

**Surplus/deficit**

Click the calculator to populate this field automatically).

**Has your organisation reported an operating deficit in the last two years or is an operating deficit predicted this year?**

**If yes, briefly explain the reason for the operating deficit.**

**Approximately, what percentage of your income is derived from statutory sources?** (Eg: local authority, government, council.)

**Is your organisation a Living Wage accredited employer?**

Your answer to this question will **not** affect our decision. It will be anonymised and added to ongoing research into Living Wage accreditation in the charity sector.

**ACCOUNTS**

**Attach your *latest* annual accounts.**

Attach your most recently published annual accounts. Schools and organisations applying for projects primarily benefiting schools (e.g., Friends of...) should attach the school's budget for the current and previous year (as one document) rather than your accounts. **Your application cannot be processed without these documents.** Don't forget to click 'Upload' after selecting your file.

**PROJECT DETAILS**

This section refers to the capital project you are asking us to fund (e.g., a building purchase or renovation, vehicle purchase or equipment purchase). Do not include information about revenue costs associated with the project unless the question specifically asks for this information.

**Project title**

Provide a one sentence project title e.g., "a minibus for 6 people"; "refurbishment of a refuge"; "audio and visual equipment”.

**Project description**

Please provide a project description which:
1. Summarises the need for the capital project.
2. Summarises the actual capital work that will take place.

**Total project cost**

Figures provided in this section are for your capital project only and should match your project budget. Do not include any revenue costs associated with the project. If you are asking us for funding towards one phase of your project, **only**provide totals for that phase here. We will request information about other phases later on the form.

**Total funds raised**

Only include **confirmed** funds and pledges

**Total balance**

When submitting this application what is the amount left to raise?

**Attach your project budget**

Please upload your project budget here. **We cannot process your application without your project budget.** For guidance on how budgets can be presented please [click here.](https://www.clothworkersfoundation.org.uk/more-information-for-grant-application)

**Where will your project be located?**

If your project will be located in more than one area, select the area which represents the largest percentage of service users.

**Project start date**

When do you expect to start the capital part of the project?

**Project timeline**

How long will the capital part of your project take? If it has already started, when did it start and how is it being funded?

**Project dependent factors**

Are there any important factors that could affect the success or timeline of the project?

**What are the expected project outcomes?**

We understand that your capital project may be the first stage of a longer journey and that because of this, it can be difficult to identify the eventual outcomes for your beneficiaries. Please [click here](https://www.clothworkersfoundation.org.uk/more-information-for-grant-application) for guidance on how you can answer this question.

**LOCATION OF THE PROJECT**

**Does your organisation own the building/land where the project will take place?**

**If no, who owns the building/land?**

**Does your organisation have a lease?**

**Length of lease (in years)**

**Lease expiry date (year)**

**Further information on the lease**

For example, does the lease allow for capital improvements or has the landlord given permission for your capital project? If your lease is due to end soon, are you in discussions to renew the lease?

**FUNDRAISING**

Only provide information about your fundraising for this capital project.

**Describe your fundraising strategy/approach to the capital project.**

**Confirmed funds**

List all the funds already CONFIRMED for the capital project (including loans, grants, pledges and any funds committed by your organisation). Please include conditions on grants and loan but do not include in-kind contributions in this section.

**Source 1**

**Amount**

**Date awarded and conditions**

**Source 2**

**Amount**

**Date awarded and conditions**

**Source 3**

**Amount**

**Date awarded and conditions**

**Source 4**

**Amount**

**Date awarded and conditions**

**Source 5**

**Amount**

**Date awarded and conditions**

**Source 6**

**Amount**

**Date awarded and conditions**

**Source 7**

**Amount**

**Date awarded and conditions**

**Source 8**

**Amount**

**Date awarded and conditions**

**Source 9**

**Amount**

**Date awarded and conditions**

**Source 10**

**Amount**

**Date awarded and conditions**

**Total funds raised**

Click on the calculator to automatically populate this field.

**Please list any outstanding applications**

Are you waiting to hear back from funders you have contacted regarding this specific project? Please list the name of the potential funder, the amount requested and estimated decision date.

**How will you fund ongoing (revenue) costs once the capital project is complete?**

For example, if the capital project will allow you to increase services, or introduce a new service, how will these costs be met?

**BUILDINGS/LAND**

Please only complete this section if your capital project is a building purchase, renovation, refurbishment or construction.

**Phases**

**Will your project be phased?**

If yes, complete the remaining boxes in this section.

**Which phase are you asking us to fund?**

**Please provide further information about the project phases.**

**Upload a budget for all phases of the capital project.** Don't forget to click 'Upload' after selecting your file.

**Planning Permission**

**What is the planning permission status of the project?**

**Please provide further information on the planning permission requirements.**

**FAITH**

The Clothworkers’ Foundation does **not** fund capital projects linked to services that actively seek to proselytise or promote any religion. We turn down a large number of applications each year for this reason. However, an applicant organisation can have a faith ethos or affiliation.

**Is your organisation affiliated with a particular religion?**

**If you answered yes to the above, please provide further information.**

We would like to find out:
- What religion your organisation is affiliated with
- The role faith has in the activities you deliver and those linked to the capital project
- Whether employees and/or trustees are required to be of that religion

**DIVERSITY, EQUITY & INCLUSION IN OUR GRANT MAKING**

**What is Diversity, Equity and Inclusion?**

**'Diversity'** is about including various differences between people in a given setting. These differences include:

* race and ethnicity
* faith
* sexual orientation
* disability
* age
* sex and gender

**'Equity'** is about fairness and requires more than treating people in the same way. This is because if we treat everyone in the same way, funding programmes will not necessarily reach people in an equal way. For us, it means each individual, based on who they are and where they want to go, enjoying the conditions necessary to thrive without being held back by structural injustices.

**'Inclusion'** is about helping people feel valued. It’s also about making sure they can take part in decision-making processes.

The data we are collecting in this form is based on the DEI Data Standard. The DEI Data Standard has been produced by the DEI Data Group, an independent working group of foundations and funders committed to capturing DEI data. You can find out more about the group and the standard [here](https://www.funderscollaborativehub.org.uk/collaborations/dei-data-standard).

**Why are we asking these questions?**

Diversity, Equity and Inclusion is an essential part of furthering our mission to support marginalised and disadvantaged people and communities. An important part of this is understanding our applicants and grantees better and ensuring that our funding is reaching those people most in need.

**How will we use this data?**

We will use the data you provide to shape our funding so that it is fairer. We are committed to identifying and addressing any imbalances in our funding portfolio towards any particular types of organisation or groups of people.

**We will not use the data that you provide to make a decision on your application. There is no judgment or preference for particular responses.**If you do not wish to give us this information or are unable to do so, please select the relevant option.

If you are successful in being awarded a grant then the responses you provide in this section may be included in data published about our grants to support our transparency and accountability on our grant making.

If you are not successful in being awarded a grant, we will not publish any information that relates solely to your organisation.

If you would like to opt out of your data being published, you will be able to do so at the end of this form.

**Feedback**

Collecting DEI data is a new area for us. We want to ensure that any data we collect is useful. We welcome any feedback on our approach and the language we have used. If you would like to get in touch, please email us:**foundation@clothworkers.co.uk.**

**DEI: YOUR ORGANISATION'S MISSION OR PURPOSE**

We are interested in learning more about why your organisation was set up, and who you have been set up to work with and support.

**We will not use the answers you provide to make a decision on your application.**

You may have been set up to work with one or more of the following groups:

* communities experiencing ethnic or racial inequity, discrimination or inequality
* disabled people
* faith communities
* LGBTQ+ people
* migrant communities
* older people (60 and over)
* young people (25 and under)
* women and girls
* people who are economically or educationally disadvantaged
* other specific groups not included in this list

**Is there a specific community/group that your organisation is dedicated to serving that commonly or historically experience structural inequity?** This means that they are referenced specifically in the governing documents, strategy or public facing materials of your organisation.

Please select these groups by answering the questions below. You may select from multiple categories to reflect the focus of organisation. Please answer 'no' or leave blank the categories that do not apply to your organisation.

**Is your organisation dedicated to serving communities experiencing ethnic or racial inequity or discrimination?**

**If you answered yes, please tell us who they are. Please only select those groups that your organisation is dedicated to supporting**

**Is your organisation dedicated to serving people who are disabled?**

**If you answered yes, please tell us who they are. Please only select those groups that your organisation is dedicated to supporting.**

**Is your organisation dedicated to serving people from faith communities?** Faith communities refer to people who practise the same religion or faith, such as Catholic, Protestant, Muslim, Hindu and Jewish.

**If you answered yes, please tell us who they are. Please only select those groups that your organisation is dedicated to supporting.**

**Is your organisation dedicated to supporting LGBTQ+ people?**

**If you answered yes, please tell us who they are. Please only select those groups that your organisation is dedicated to supporting.**

**Is your organisation dedicated to supporting women and girls?**

**Is your organisation dedicated to serving young people (25 and under)?**

**If you answered yes, please tell us who they are. Please only select those groups that your organisation is dedicated to supporting.**

**Is your organisation dedicated to serving older people (60 and over)?**

**Is your organisation dedicated to serving educationally or economically disadvantaged people?** Educationally or economically disadvantaged includes people from a low-income and/or educationally disadvantaged background which might have a long-term impact on their life, and/or people experiencing current financial difficulties.

**Is your organisation dedicated to serving other specific groups that have not been already included?** Other specific groups include care experienced young people, carers, people recovering from alcohol addiction, sex workers, people whose first language is not English or who have problems reading, men and boys. NOTE: If you are working in Wales with Welsh language speaking communities and individuals, please use this category to indicate this. Your organisation also may be dedicated to serving a specific geographic area.

**Please provide further details of the other specific groups that you expect to support here.**

**DEI: LEADERSHIP OF YOUR ORGANISATION**

We would like to know more about the leadership of the organisations that apply to us and how it relates to the mission of the organisation. By leadership, we mean the people on your Board of Trustees (or equivalent) and your senior staff.

For example, if you have 12 Trustees and senior staff members and 3 of these are women, then 25% of the people who lead or make key decisions in your organisation are women so you would select the 1-25% option. If you need help calculating the percentages, please use this tool here: <https://percentagecalculator.net>.

You may select from multiple categories to reflect the makeup of your leadership, for example 26-50% could be women and girls, and 1-25% could be people who are disabled.

If you do not collect this data or are not in a position to share this information, please let us know.

**Does the leadership of your organisation self-identify with the same group(s) you selected in the previous section about your organisation's mission or purpose?**

**What percentage of your organisation's leadership (Board of Trustees or equivalent and your senior staff) self-identifies in the following ways:**

**Communities experiencing ethnic or racial inequity, discrimination or inequality**

**People who are disabled**

**Faith communities**

**LGBTQ+ people**

**Migrant communities**

**Women and girls**

**Young people (25 and under)**

**Older people (60 and over)**

**People who are educationally or economically disadvantaged**

**Does any of your leadership team self-identify with any other specific groups that have not been already included above? Please provide details here.** Other specific groups include care experienced young people, carers, people recovering from alcohol addiction, sex workers, people whose first language is not English or who have problems reading, men and boys. NOTE: If you are working in Wales with Welsh language speaking communities and individuals, please use this category to indicate this.

**Publishing your data**

**If you would like to opt out of your data being published, please check the box below.**

**Do you feel that the information provided in this section about the people you support or your leadership may disclose sensitive information that should not be shared externally (e.g. information about identifiable individuals)?**

**If you have answered yes, please describe how here.**

**PRIVACY NOTICE**

The Clothworkers’ Foundation is a registered charity (Charity number: 274100) which aims to improve the lives of people and communities (particularly those facing disadvantage) primarily through the award of grants. Our address is The Clothworkers’ Foundation, First Floor, 16 Eastcheap, London, EC3M 1BD. Our contact telephone number is +44 (0)20 7623 7041 and our email address is foundation@clothworkers.co.uk. We, alongside Ramteazle Ltd (operating under the name The Clothworkers' Company), are the Controllers of your personal information.

We are committed to safeguarding the personal information of our applicants, grantees, volunteers and website visitors. We will use the information that we collect about you lawfully and in accordance with the General Data Protection Regulation (GDPR). If you are one of our volunteers, please refer to the Clothworkers’ Company’s Privacy Policy for members for further information about how we process your personal information.

This Privacy Policy is available on our website and you should check this policy occasionally to ensure that you are aware of the most recent version that will apply each time you access our website and apply to our grant programmes.

**Types of information we collect about you**

We will collect and process personal information about you and other people connected to your organisation when you access our site, apply for a grant or contact us using our online enquiry form. Personal information collected and processed may include:

- Your full name, address or work address, email address and phone number

- The organisation with which you are affiliated and your relationship with that organisation

- Technical information including your IP address, and information about what pages on our website you access.

**Please do not include the personal information of your beneficiaries in your application.** Unless otherwise agreed with you, we will never request personally identifiable information of your beneficiaries. Please do not include the personal information of your beneficiaries in your application.

We do not award new grants to individuals and you should not register to complete an online application form if you are seeking a grant for an individual.

**Information about our use of cookies**
Cookies are text files containing small amounts of information which are downloaded to your device when you visit a website. Cookies are then sent back to the originating website on each subsequent visit, or to another website that recognises that cookie. Cookies are useful because they allow a website to recognise a user’s device. Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site.

**How we will we use the information about you?**

We will process your personal information to respond to your online enquiry, to process your application to our grant programmes and as part of our grant monitoring processes following a successful application. We may also contact you to notify you of any changes to the grants programme to which you have applied. Our legal basis for processing your personal information is our legitimate interest in furthering our charitable aims by providing grants to charitable organisations whose work will improve the lives of people and communities (particularly those facing disadvantage).

We may also, provided that we have received explicit consent, contact primary contacts at grantee organisations to inform them of events hosted by us or our Trustee, the Clothworkers’ Company. Consent can be withdrawn at any stage.

We will hold your personal information on our systems for as long as is necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

**Sharing your personal information**
Your personal information will only be shared with third party organisations who support us in our grant-making activities. For example, organisations who support our IT software and systems. We seek assurances from third party organisations that they will process your data in accordance with the law.

**Your Rights**

Your personal information is protected by legal rights and under certain circumstances you can exercise these rights. Please contact foundation@clothworkers.co.uk or call us on +44 (0)20 7623 7041 to exercise these rights which include:

- Right of Access: You are entitled to access your personal information so that you are aware of and can verify the lawfulness of the processing. Please use our Subject Access Request Form.

- Right of Rectification: You are entitled to have personal information rectified if it is inaccurate or incomplete.

- Right of Erasure: You may request that deletion or removal of personal information where there is no compelling reason for its continued processing. For example, where the personal information is no longer necessary in relation to the purpose for which it was originally collected/processed or when you object to the processing and there is no overriding legitimate interest for continuing the processing.

If our processing of your personal information relies on your consent, you have the right to withdraw your consent at any time.

**Complaints**

If you are unhappy with how we have processed your personal information, we would encourage you to contact us directly. However, you may also contact the Information Commissioners Office (ICO) on +44 (0)303 123 111 or by visiting their website at www.ico.org.uk/concerns. Our ICO registration number is Z496559X.