



OPEN GRANTS PROGRAMME

Sample application
form

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 post or email.

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Your organisation	Your organisation's finances	Your capital project	Building projects	Faith	Privacy Notice

Your organisation

* Required before final submission

* **Programme:**

1. Main 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

* **First line of address**

*** Town/City**

*** County**

*** Postcode**

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

Please do not include https//:

We use your website to find out more information about your organisation's activities.

*** Type of organisation**

Charity Commission number (if applicable)

*** Date of registration**

Company number (if applicable)

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

For 'CICs' and 'other non-profit' 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?

▲
■
▼

✓

Word count 0 of 200

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

- Select One - ▼

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

▲
■
▼

✓

Word count 0 of 200

*** 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

We are interested in your organisation's charitable purpose and how your activities help you to achieve that purpose. When referring to your activities, please tell us where they occur, how often they occur and how many people attend (for example, each week). You might also want to inform us about the role of volunteers in delivering activities (if applicable).

▲
■
▼

✓

Word count 0 of 300

What words best define the community or group of individuals you support?

* support?

For example, 'the LGBTQ+ community' 'young people with mental health issues' or 'the Somali community'

Your answer to this question will help us to understand the most appropriate language to describe those you support.

* Which programme area does your project fall under?

If you work across a number of programme areas, please choose the programme area which best fits your work. There will be space later in the form to expand on this.

You can find out more information about our programme areas in the accompanying guidance booklet.

- Select One -

* How does your organisation's work fit within the programme area 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*

When answering this question, please link the activities and support you provide specifically to one or several of our programme areas. For example, if your organisation provides mentoring support to young people, we would like you to tell us:

- how this mentoring work specifically targets or works with disadvantaged young people and;
- the challenges they face and you support them to overcome.

Word count 0 of 500

* 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 experience are represented in leadership positions.

Please tell us about how the views and experiences of your service users help to influence your activities. For example, they may be on your trustee board, or you may carry out regular consultations with service users and can provide examples of how this has influenced or changed the activities you offer.



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

We want to know 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.

Using outcomes evidence from previous work may help you to answer this question. If you are following a delivery model that has been proven to be effective by another organisation, you can provide further information about it here as well.

We explain what we mean by 'outcomes' later in this application form.



Word count 0 of 500

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.**

Verify email address

Work telephone

Mobile telephone

Your organisation's finances

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.

For example, is your organisation breaking even, making a surplus, or operating a deficit? Are there any loans or exceptional financial commitments (e.g. pension liabilities) that we should be made aware of?
We are also interested in your reserves policy, particularly if your reserves are under three months or over 12 months.



Word count 0 of 250

*** 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).

We want to know if anything has happened recently which might affected your project income and/or expenditure over the next two years. Your answer to this question should also refer to COVID-19's impact on your charity's finances.



Word count 0 of 250

*** 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

0.00 

*** Which financial year do these figures relate to?**

Please include the month and year (e.g. March 2020).

*** 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

Word count 0 of 300

*** 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.

This is a multiple choice question.

Your organisation is not required to be a Living Wage Employer and your answer to this question will not affect our decision. We ask this information so that we can collect, aggregate, and anonymise this data to feed into wider research being conducted on the Living Wage in the charity sector. However, we would ask that you do consider whether the people who may be employed or the employees of any organisations you contract in relation to this funding are paid the real Living Wage. We recommend asking any contractors that you might work with if they are an accredited Living Wage Employer or will be paying the real Living Wage to all staff on the project. You can find out more about the real Living Wage and accrediting as a Living Wage Employer here: <https://www.livingwage.org.uk>.

We understand that using a Living Wage accredited contractor may increase the overall project cost. By obtaining quotes from contractors paying the Living Wage at this stage (i.e. before we have awarded a grant), you can adjust your budget accordingly and we will take this into account when assessing your application. We will not be able to take into account any increased costs due to Living Wage considerations after the grant award.

Living Wage accredited

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'


Your capital project

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").


We will use this one sentence description to summarise the purpose of your application. 

Word count 0 of 50

* Project description

Please provide a project description which:

1. Summarises the need for the capital project. If applicable, please specify how your project is linked to the COVID-19 pandemic.
2. Summarises the actual capital work that will take place

Your answer to this question should inform us:
- why you need to carry out the capital project (it is also useful to include how consultations with beneficiaries or service users have helped you understand this need);
- Who is project intended to help and;
- The actual capital work that has to take place 

Word count 0 of 600

*** 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](#).

*** 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?

Please read the link above for more guidance on outcomes information.

Word count 0 of 1000

Location of the project

Location of the project

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

If no, who owns the building/land?

Word count 0 of 50

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?

Word count 0 of 150

Fundraising

Only provide information about your fundraising for this capital project.

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

Please tell us how you plan to raise funds for the project? For example, are you committing some of your own funds or planning to part fund the project a loan or mortgage? We would also to know about any fundraising in the community or in-kind contributions you are hoping to receive.

Word count 0 of 400

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 condition

Total funds raised

Click on the calculator to automatically populate this field

0.00 

Please list any outstanding applications

Are waiting to hear back from funders you have contacted in regards to 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?

Word count 0 of 300

Building projects

Buildings/Land

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

Phases

*** Will your project be phased?**

If yes, complete the remaining boxes in this section.

- Select One - ▼

Which phase are you asking us to fund?

Note: Your organisation is not required to be a Living Wage Employer and your answer to this question will not affect our decision. We ask this information so that we can collect, aggregate, and anonymise this data to feed into wider research being conducted on the Living Wage in the charity sector.

However, we would ask that you do consider whether the people who may be employed or the employees of any organisations you contract in relation to this funding are paid the real Living Wage. We recommend asking

Word count 0 of 50

Please provide further information about the project phases

Word count 0 of 250

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?

<None>

Please provide further information on the planning permission requirements.

Tell us when you will apply for planning permission, or when you expect to receive a decision (if applicable).

Word count 0 of 100

Faith

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.

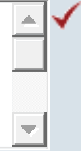
*** Is your organisation affiliated with a particular religion?**

- Select One -

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

We would like to know:

- what religion your organisation is affiliated with;
- the role faith has in the activities you deliver and those linked to the capital project and;
- whether employees and/or trustees are required to be of that religion.



Privacy Notice

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, Clothworkers' Hall, Dunster Court, London, EC3R 7AH. 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.