**General Application Form Questions**

**Important Notes:**

* We strongly advise that you familiarise yourself with the [Application guidance](https://www.cambscf.org.uk/applying/) and check your organisation/project is eligible before submitting your application.
* This document is only a guide to the questions we ask – applications must be submitted using our online form, which can be found on the corresponding [Fund pages](https://www.cambscf.org.uk/funds).
* We strongly recommend that applicants submit only one application per round using our general application form. Submitting multiple applications can lead to them competing against each other for funding.
* An exception applies if the fund you’re applying for has a dedicated application form (e.g. Street Aid, StayWell, A428 Community Fund, East of England Co-op Community Cares Fund, Thalia or Tees). These applications are processed separately and are not included in the general round.
* If you’re unsure which form to use or have any questions, please contact us at [info@cambscf.org.uk](mailto:info@cambscf.org.uk) for guidance.

**Section 1 - Organisation**

* Standard name and address details
* Main contact person – to be used for correspondence
* Second contact person - this should be a member of your management committee who will e-sign your grant acceptance if your application is successful. Email address must be different to the Main contact email.
* Organisation start date
* Type of organisation – see types we can support under [Application guidance](https://www.cambscf.org.uk/applying/)
* Are you part of a larger regional or national organisation?
* Last recorded annual income
* Staffing and volunteer numbers
* What is the organisation’s primary objective?
* Please tick to confirm that your organisation has three independent/unconnected management committee members or trustees.
* Please provide the names of three independent/unconnected management committee members or trustees, plus names of two cheque signatories.
* Please tick to confirm that your organisation has its own Safeguarding and Equality policies that comply with the latest legislation.
* Please describe your organisation's approach to safeguarding. What are your safeguarding risks and what measures do you take to reduce them? When were your safeguarding policies and procedures last reviewed and updated? Please include an example of a recent safeguarding concern or describe how you would handle a safeguarding concern.
* Please tell us when your Equality policy and procedures were last reviewed. Please describe your organisation's approach to Equality.

**Section 2 – About your grant application**

* Project name
* Project start date
* Project end date
* Which local authority will the activity take place in?
* Please provide a postcode which represents the geographical area you will benefit.
* If you have identified a fund that you wish to be considered for, please list below.
* How are the people or community (ies) you are aiming to help disadvantaged? Please describe the issues they face and the need that you have identified.
* How will you spend this grant to address this need? Please provide a detailed description of what activities you are going to carry out with the funding if you are successful.
* What positive changes will this project make to the lives of the people or community (ies) you are aiming to help?
* How will you measure that change and share it with CCF? e.g. Surveys, evaluations, assessments, interviews, quotes, case studies...
* How do you see this project/activity progressing after this funding comes to an end or do you see this as a one-off project/activity?
* Please tell us about your organisation's experience of helping people and the impact of your previous work.
* What risks have you identified and how have you thought to address them?

**Section 3 – Impact & Beneficiaries**

* Which category best describes the impact your project will have? Select from drop down.
* How many people will benefit from this funding?
* Primary Beneficiary - Select a single option to represent the primary beneficiary group for this grant. Select from drop down.
* Primary ethnic group - select a single option to represent the primary ethnic group for this grant. Select from drop down.
* Primary issue - select a single option to represent the primary issue that will be addressed by this grant. Select from drop down.
* Please indicate the primary age group that will benefit from this grant. Select from drop down.

**Section 4 – Project Budget &** [**Supporting Documents**](https://www.cambscf.org.uk/applying/)

* What is the total cost of the project?
* How much has been raised so far?
* How much money are you applying to us for?
* Budget breakdown costs required under the following headers: Staff, Volunteer, Operational/activity, Office/overhead/premises, Capital (Equipment), Publicity, Other.