

Questions in NCF's Standard Application Form



Please note: This is not an application form. It is a list of questions found in our standard application form. To make an application, please visit the webpage for the Fund you wish to apply to.

Text in blue demonstrates questions which are conditional on your answer to the question before it.

Section 1 - Your Organisation & Contact Details

Organisation Details

Name of your organisation (as it appears on your governing document)

Does your organisation operate under any other names?

[Other names for your organisation](#)

Address of your organisation: Street, Village/Town/City, County, Postcode

Website

Telephone

Email address

Main Contact

Title

Forename(s)

Surname

Position in organisation

Contact phone number

Email

Use organisation's address for postal correspondence?

[Address of main contact: Street, Town/City, County, Postcode](#)

Second Contact

Title

Forename(s)

Surname

Position in organisation

Contact phone number

Email

Organisation Background

Organisation start date (Month/Year)

What type of organisation are you?

[Other type \(if applicable\)](#)

Registered location

Charity number

Company number

FCA number

Tell us briefly in your own words what your organisation's main aims are (**Max. 100 words**)

Is this your first application to Norfolk Community Foundation?

Staffing and Volunteers

Full-time staff/workers

Part-time staff/workers

Management committee

Volunteers (excluding management committee)

Income of Your Organisation

Total income in the most recent accounting year

Total expenditure in the most recent accounting year

What are your organisation's current unrestricted reserves?

Banking Details

Bank account name

Bank account number

Bank sort code

Does this bank account require two unconnected people to authorise all transactions?

[If your account only requires a single signatory, outline internal controls to prevent fraud \(Max. 200 words\)](#)

[Upload documents relating to internal fraud controls](#)

www.norfolkfoundation.com | grants@norfolkfoundation.com | 01603 623958

Registered Charity Number 1110817 | Company Registration Number 05234236

First Floor, Carmelite House, 2 St James Court, Norwich, NR3 1SL

Section 2 - About Your Project

Project name

Funding start date

Funding end date

Which area (estate, town, village) do most beneficiaries come from?

Postcode for this area

[You can add another location if your project is taking place across multiple sites.]

What would you like to do with the grant you are applying for? **(Max. 200 words)**

How do you know that this project is needed? **(Max. 200 words)**

Explain how this fits with the aims of the fund you are applying to **(Max. 250 words)**

What will happen after this project/funding ends? **(Max. 200 words)**

Is this a new/pilot/one-off activity, a development of an existing project, or an existing project?

If a new/pilot/one-off activity: How have you identified the need for this project? **(Max. 200 words)**

If a development of an existing project: Explain why you are adapting this activity and how it differs from the existing project **(Max. 200 words)**

If an existing project: Tell us more about the level of demand you are seeing **(Max. 200 words)**

Ownership and Permissions

Are you applying for funds to carry out building works or site improvements?

Tell us about the ownership of the building/land

How many years remain on the lease?

Who owns the building and why is it your organisation's responsibility to carry out the planned work? **(Max. 200 words)**

Does your project need any permissions to proceed?

When did you apply for permission and when do you expect a decision? **(Max. 200 words)**

How have you established that you do not need permission? **(Max. 200 words)**

Upload permission document

Section 3 - Impact

How Your Project Will Make a Difference

What positive changes would this grant make? **(Max. 200 words)**

How will you measure the positive changes you aim to make? **(Max. 200 words)**

Beneficiaries

How many people will benefit from this funding?

Please tell us how you have estimated this figure **(Max. 150 words)**

Community Type

[Here you will find a long list of tick-box categories, including racial inequity, disability, health, families, gender, relationship diversity, migrants, older people, young people, economic disadvantage, place-based disadvantage, survivors of crime, veterans, ex-offenders, etc.]

Select community types or "does not apply"

Section 4 - Budget

The project budget is broken down into categories including:

- People paid to deliver activity / volunteer costs
- Venue hire / activities / transport
- Utilities / admin / management
- Materials / equipment / building works

For each category you must provide details of:

- Item description
- Requested Amount
- Total cost

You can add new rows to add other items.

[If you are not applying for the total funding of the project, you will be asked about the remaining funding needed to make the project a possibility, including the Other funding source(s), the amount, if it is secured, and an expected decision date.]

Capital Costs

Does your project involve capital costs or external services?

If yes, upload quotes/estimates.

Section 5 - Supporting Documents & Declaration

We ask you to attach the following document to support your application:

- Constitution/governing document
- Annual accounts/financial statement
- Recent bank statement
- Equal opportunities policy
- Safeguarding policies
- Additional supporting information

Declaration

Confirm acceptance of terms

Feedback

How did you find the application process?

Any further comments?