



Cornerstone Fund

How to apply for a grant



City Bridge Trust wants to support high quality work that will help us meet our priorities. These guidelines are intended to help you understand our application process and the information we need to consider your grant request.

If you require our application form or related guidance in alternative formats such as large print, Braille or audio tape please contact us at citybridgetrust@cityoflondon.gov.uk or on 020 7332 3710 to discuss your needs.

The form is compatible with screen-reader software. To increase the font size, please use the “zoom” function within your browser.

How to complete the online application form

Web browser

The following browsers have been certified compatible with the online application software: Internet Explorer 8, 9, 10 & 11; Mozilla Firefox (for PC and Mac); Safari (for PC & Mac); Google Chrome.

Browsers are tested and certified using default settings and should be the latest version available with the latest updates installed.

You should ensure that you have a strong and stable internet connection when accessing the form as any loss in connectivity could result in a loss of data.

Creating an account

To make an application you will need to set up an online account using an email address. You will be asked to set a password which you will need to access your application. If when creating an account you receive a message “Invalid e-mail or password” this may mean that you already have an account with this address, or the password entered doesn’t meet the requirements. To check, use the “Click here to reset your password” button.

We will use the e-mail address provided by you on the online form as the main way of contacting you. It is vital that you let us know if any of your contact details change and that you ensure that the e-mail account remains active and is able to receive messages. You should check your e-mail on a regular basis once you have submitted your application.

Saving your work

You can save your application and return to work on it at a later time using the “Save and Exit” button at the bottom of each page. Please wait for the page to refresh after clicking


this button. You should then receive an automated e-mail containing all of your responses saved to date. Please check this carefully to ensure that your work is successfully saving.

We recommend saving your application regularly whilst you are working on it and not remaining on a single page for longer than 60 minutes as this may cause the form to time out. After saving, you should receive an automated e-mail.

You should also retain a Word copy of any long text responses as a backup as we cannot retrieve any lost work.


Navigating within the form

To move onto the next section, click the “Next page” button at the bottom. You may also move around the sections by clicking on the numbered page titles at the very top of the form.

If you are unable to move to a different page, this may be due to errors with your responses – this will be shown by red text and a warning triangle  next to the question. You must resolve this issue before moving on.


Do not use your browser’s “back” button to navigate as this may cause you to lose your work. When leaving the site please use the exit link/button to leave the portal (not just close the tab/browser)

Completing the questions

Questions on the online form with a  symbol are compulsory and you will not be able to submit the form if these are left blank.

For some questions there is a word limit. The word count is shown below the text box and shows how many full words you have used out of the limit. For long text fields we recommend retaining a back-up in Word, however if you are copying your answers from another source (e.g. web page, PDF or Word document etc.) then please copy the text into Windows Notepad/Macintosh Notes first, then copy from there into the long text field on the form. This is to remove all formatting and special characters, bullet points, tables etc. including any that maybe hidden as this may cause errors.

For financial and other numerical questions please enter **only** numbers and no other text. Do not enter pound signs (£), commas or full stops. For financial questions, please round your answer to the nearest pound and do not enter pence. If the field is marked as required enter ‘0’ where the answer is nil.

For information on how to complete specific questions, click the “i” symbol  next to the question.

Attachments

We ask for a number of supporting documents to be submitted with your application. We strongly advise you to refer to the **supporting documents guidance** to make sure you submit the correct information.

- Relevant job description(s) and Person Specification(s) with accompanying rate of pay if your application includes costs for any postholders of 17hpw or more.
- Monitoring framework. Please see the Attachment Guidance for help with this.
- A copy of your Safeguarding policy.
- A copy of your most recent signed audited or independently examined accounts if these are not available from the Charity Commission website.
- A copy of your organisation's constitution.
- You do not have to submit a more detailed proposal but you may if you wish but to a maximum of 2 sides of A4.

To upload documents, select the type of document from the drop down list. Then click on the 'browse' button to locate the file on your system, highlight the file and click the 'upload' button.

Attachments should either be Word Documents (.doc or .docx), Excel Spreadsheets (.xls or .xlsx) or in Adobe Portable Document Format (.pdf). We may not be able to accept documents that are in other formats.

There is a 10MB file size limit on all attachments submitted through the online application process. If your attachment is too large to be sent this way and cannot be reduced, please contact the Trust to arrange an alternative means of sending the document(s) Trust at 020 7332 3710 or e-mail citybridgetrust@cityoflondon.gov.uk.

Returning to your application

To log back into your account please use the link in your automated e-mail and on our website which is https://www.grantrequest.com/SID_437/?SA=AM

Please note that if the form isn't accessed for 120 consecutive days it will automatically be deleted from the server and cannot be retrieved.

The application process

Before you apply

Before making an application please make sure you have read our Cornerstone Fund programme details carefully as we are not able to fund work that does not help us meet these programme outcomes.

How the application process works

To apply for a City Bridge Trust Cornerstone Fund grant you need to complete an online application form and submit this with your supporting documents to the Trust. Details of how to do this and what documents to include are given below.

Tips for completing your application

- Try to avoid the use of abbreviations (e.g. use "European Social Fund" rather than "ESF"), jargon or technical terms.

- Answer all questions in full and do not simply refer to attached documents. Your answers will be used by the Trust's Grants Committee to consider your application. However, any other attachments, including your detailed proposal, will not be seen by them.

Guidance for specific sections of the online application

About your organisation

Section A: Organisation background

- **Name of your organisation:** This should be your organisation's legal name, as it appears on your governing documents, bank account and Charity Commission register.
- **If your organisation has a previous name or is also known as something different to your legal name, what is this?** This could include shortened forms of your organisation's legal name or acronyms. Please leave this blank if it is not relevant.
- **If your organisation is part of a larger organisation, what is its name?** If you are the subsidiary of another organisation, or are affiliated to a national body, please enter this here.
- **Address for correspondence:** Please enter your organisation's full address and postcode. If you are unsure of your correct postcode, please check at: www.royalmail.com/postcode-finder/
Please remember that City Bridge Trust can only fund work which benefits residents of Greater London.
- **In which London Borough is your organisation based?** Select a borough from the drop-down list, or select 'Outside London' if your organisation is not based in Greater London.
- **Position within the organisation:** Please enter your full position (e.g. Chair or Treasurer) or job title.
- **Phone:** Please enter your main contact telephone number. We would prefer this to be a landline where possible.
- **E-mail:** It is essential that you enter a valid e-mail address that you will check regularly as this is what we will use to contact you about your request for funding. Remember to update us if the email contact details for this request change.
- **Organisation website & social media accounts:** Please enter these details if applicable. For Twitter accounts please enter your username, e.g. @CityBridgeTrust

- **What Quality Marks does your organisation currently hold:** For example PQASSO, Investors in People.

Section B: Legal Status

- **Legal status of organisation:** Please select the status which most closely describes your organisation from the drop-down list. If you are registered with the Charity Commission but not Companies House choose 'Registered Charity'. If you are registered with both the Charity Commission and Companies House choose 'Charitable company'.
- **Registration numbers:** Please enter all Charity, Company, Charitable Incorporated Company, or Bencom registration numbers which relate to your organisation.
- **When was your organisation established?** If exact date isn't known, enter an approximate date in the correct year.
- **Objectives of your organisation:** What is your organisation set up to do? These are your aims as set out in your mission statement, articles of association or constitution.
- **Main activities of your organisation:** What does your organisation do on a day-to-day basis? These are the main activities or services you provide in order to meet your aims.

Section C: Your Staff & Volunteers

- **Full-time:** Enter the number of full-time staff employed by your organisation. Enter 0 if none.
- **Part-time:** Enter the number of part-time staff employed by your organisation. Enter 0 if none.
- **Trustees / Board members:** Depending on your legal structure this might also be known as your Board of Trustees or non-executive directors.
- **Active volunteers other than Trustees / Board Members:** Enter the number of volunteers who have a regular and frequent commitment with your organisation, not including trustees.
- **Do you have a safeguarding policy:** Please tick if yes. We may ask to see this as part of our assessment process.

Finance details

Section D: Organisation finances

Please complete the table below for your whole organisation's finances. If you are part of a larger organisation which is legally responsible for any funding you may receive then please provide the figures for that organisation.

If you are a charity these accounts should be available to download from the Charity Commission website.

For all questions in this section please enter only numerical figures with no punctuation or pound signs. If you do not have a figure for any category please enter 0.

Income headings:

- **Grants & donations:** e.g. gifts, donations, membership fees, sponsorships, unrestricted or 'core' grants.
- **Earned income:** e.g. the sale of goods/services as part of the direct charitable activities of the charity. This includes grants and contracts for activities to further your objects.
- **Total income:** this should be the total of the Income figures you have entered.

Expenditure headings:

- **Cost of raising funds:** e.g. costs actually incurred in inducing others to make gifts/donations, fundraising, trading, costs of obtaining investment advice, rent collection, administration of investments.
- **Total Expenditure:** this should be the total of the Expenditure figures you have entered.
- **Free unrestricted reserves held at year end:** This excludes fixed assets but should include designated funds.

Section E: Organisational changes

- **Describe any significant organisational changes to your structure, financial position or core activities since the date of your most recent accounts:** This should include any changes in key members of staff or management committee; any major changes to your funding situation; significant changes to your activities or services; change of legal status; or any major changes to your premises. It may well be that nothing has changed substantially, in which case please answer 'none'.

Grant request

Section F: Details of grant request

- **Please describe the purpose of your funding request in 1 sentence:** This is used as the title of your work in the summary that goes to our grants committee so it is important to make your description as clear as possible within the text limit of 25 words. You are given the opportunity to provide more details about your request in subsequent questions.
- **When will the funding be required to start?** Please bear in mind when planning your work that it can take up to 4 months to assess your application and that we cannot fund retrospectively.
- **How much funding are you requesting?** Enter the amount in whole pounds, using numbers only. Please note that the maximum grant available is £20,000.

Section G: You and your grant request

- Please provide details of what your grant request is for, who is involved and what the proposal will do. You should consult our Cornerstone Fund website for details of what the fund aims to achieve.

Section H: Funding required

Please tell us what funding you require in order to work up your proposal to Stage 2 (up to a maximum of £20,000).

For the financial information, please enter only numerical figures with no punctuation or pound signs.

Declaration

The declaration and data protection statement should be agreed by an authorised representative of your organisation. For example, this might be the staff member completing the form, your Chief Executive or a trustee. This should not be a consultant working on behalf of your organisation.

Attachments

Please attach your most recent signed audited or independently examined accounts if these are not available from the Charity Commission website.