



Bridging Divides

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

When completing the form, please use an Internet Explorer web browser where possible as other browsers (e.g. Mozilla Firefox, Safari & Google Chrome) may cause issues with saving your work.

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. However, when pasting any text into the online form you should check this carefully for formatting errors, particularly in relation to special characters and bullet points.


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

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

Questions on the online form with a  symbol are compulsory. 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 backup in Word. Please do not use any special formatting, e.g. bullet points and tables. Only input plain text into the form.

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.

Attachments

We ask for a number of supporting documents to be submitted with your application. Please refer to the **Supporting Documents Guidance** [here](#) to make sure you submit the correct information.

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.co.uk/SID_133/?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 Bridging Divides programme details carefully (<https://www.citybridgetrust.org.uk/what-we-do/grant-making/>) 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 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.

The application form is your chance to tell us more about your organisation, the work you would like us to fund and why. Please answer the questions in the application form as fully as possible. The questions are not intended to 'catch you out' but help us understand whether the Trust is likely to be able to support your work.

Once we have received your online application and all supporting documents, it will be passed to one of the Trust's Funding Managers for assessment. As part of this process we may contact you for more information. A Funding Manager may also arrange to visit your organisation as part of the assessment process. Once a full assessment has been completed your request will be referred to the City Bridge Trust Grants Committee for a decision.

The Grants Committee meets regularly and applications are accepted throughout the year for all of our current funding programmes. All applicants are advised in writing of the Committee's decision on their application within a few days of the relevant meeting.

It can take about 4-6 months from receiving your complete application until a final decision is reached, and you should take account of this when planning your project.

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.

Guidance for specific sections of the online application

About your organisation

Section A: Organisation details

- **Name of your organisation:** This should be your organisation's legal name, as it appears on your governing documents, bank account, Charity Commission or other 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, 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, as defined by the 32 boroughs and the City.
- **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.

- **E-mail address:** 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 at citybridgetrust@cityoflondon.gov.uk if your contact details change.
- **Organisation website & social media accounts:** Please enter these details if applicable. For Twitter accounts please enter your username, e.g. @CityBridgeTrust
- **Member of staff responsible for finances:** This may be your Chief Financial Officer or Chief Executive. It should be a paid staff member and not your Treasurer.
- **What Quality Marks does your organisation currently hold:** For example, PQASSO / Trusted Charity Mark or Investors in People. If you are applying under our Advice & Support programme, you should include details of any recognised management qualification and/or advice quality standard, e.g. [Advice Quality Standard](#); [Lexcel Practice Management Standard](#).

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. You should then upload this in the attachments section. For more information on Safeguarding, please see our website [here](#).

Section D: Property occupied by your organisation

- **If leased/rented, how long is the outstanding agreement?** Please note that if you are applying for capital access works, we would expect you to have at least a 10-year repairing lease on the building.

Section E: Environmental impact

We are interested in knowing what action you have taken in the past year to progress environmental sustainability principles and practice in how you run your organisation.

This could include telling us about reduced energy use through monitoring of utility bills and/or moving to green tariffs; waste reduction through recycling of materials and reuse of equipment; training your employees, volunteers, service users and /or clients to adopt 'green' practices.

If you would like to do more to reduce your environmental impact why not apply for one of our Greening the Third Sector scheme's free eco-audits these grants are additional to any other funding you may receive from City Bridge Trust. You can find out more on our website: <https://www.citybridgetrust.org.uk/what-we-do/grant-making/what-we-fund/connecting-the-capital/eco-audits/>

Finance details

Please complete section F, G & H 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 do not have a figure for any category, please enter 0. For further information refer to the Supporting Documents Guidance [here](#).

Section F: Year end income and expenditure

Please enter the income and expenditure totals as reported in your organisation's most recent signed audited / independently examined accounts.

Please also use the calendar button to provide the financial year end date of the most recent signed audited / independently examined accounts.

Section G & H: Organisation finances

This is a spreadsheet template that you will need to download, complete, save and then upload as an attachment. You can download the spreadsheet [here](#).

Section G: Organisation finances - table

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 H: Organisation finances – further detail

- **What is your organisation's reserves policy?** This should be the formal reserves policy as agreed by your governing body. If you are a charity your organisation's financial reserves policy should be stated in your annual accounts. This sets out the level of free unrestricted funds that your organisation aims to set by to cover unforeseen circumstances such as gaps in funding, redundancy costs, rental costs and other liabilities. If you are not a charity, you may not be required to have a reserves policy. Please state 'not relevant' if this is the case. If your reserves policy is longer than 100 words, please provide a summary and let us know this is not the full description. To find out more about reserves visit the Charity Commission website: <http://www.charitycommission.gov.uk/media/93927/cc19text.pdf>

- **For your most recent financial year, what % of your income was from statutory sources?** This does not need to be an exact percentage - please select the closest range from the drop-down list.
- **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 I: Details of grant request

We recommend that you read all the questions before working on your answers to avoid having to repeat information.

- **Under which of City Bridge Trust's programmes and priority areas will your application deliver?** Please refer to the grants programme guidelines pages on the Trust's website at <https://www.citybridgetrust.org.uk/what-we-do/grant-making/> for further information.
- **Please describe the purpose of your funding request in one 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 4-6 months to assess your application and that we cannot usually fund retrospectively.
- **Is this request to continue work that is currently funded or has been funded in the last year:** If funded by another funder, please provide their full name e.g. "Henry Smith Charity" and avoid acronyms or abbreviations.
- **How much funding are you requesting?** Enter the amount in whole pounds, using numbers only. If the request is for 12 months only, enter the total amount under Year 1. When deciding how much you are requesting, you should consult our guidelines and bear in mind that we will not fund more than 50% of an organisation's total revenue income in any one year. You should also make sure this figure matches the information that you enter into the Funding Required spreadsheet, later.
- **Do you plan to continue the activity beyond the period for which you are requesting funding? If so, how will you resource it?** The Trust does not make grants for more than five years. The Committee would be interested to know if you have a plan for alternative funding at the end of the Trust's funding period.

Section J: Referee

- **Referee:** Please make sure the referee is one of your organisation's current or recent funders and that they have given their permission to act as a referee. For example, this could be your grants officer from a grant-making trust or local authority.
- **Referee address:** Please include the postcode in the address box.

Section K: What 3 main differences or outcomes do you want to achieve through your funding proposal?

Please include no more than 3. By differences or outcomes we mean the changes, benefits, learning or other effects that result from the work your project would deliver. These might be for individuals, families, communities or the environment. For example:

- *2 disabled young people start courses at a university.*
- *The women who attended ESOL classes are more confident in using public services.*
- *5 women who attended ESOL level 1 classes have progressed to ESOL level 2.*
- *People living with Alzheimer's in the community are less isolated.*
- *Reoffending rates are reduced.*
- *Local residents are happier because of improvements to their local park.*
- *Increased reporting of hate crime in London.*
- *The Director has developed a 3-year strategic plan and improved relationships with 5 policymakers.*

Section L: What are the main activities or outputs you will deliver to achieve these differences?

Please include no more than 3. By activities or outputs we mean the services, products or facilities you plan to deliver. If you plan to deliver work over more than one year you should include activities over the full grant period requested. Try to be specific, for example:

- *10 workshops to provide disabled young people with information and skills as they move into adulthood.*
- *24 level 1 ESOL classes for women in Lambeth.*
- *Training for 20 volunteers to support older people living with Alzheimer's in their homes.*
- *Mentoring support for 40 men leaving custody to help them resettle in the community.*
- *40 new trees planted in Notree estate's park.*
- *Webpages on benefit changes created and updated monthly.*
- *24-hour advice line for victims of hate crime in London.*
- *The organisation has implemented a new financial management system and a part-time finance officer has been employed.*

Section M: You and your grant request

In addition to the series of questions in this section, you may, if you wish, provide fuller details in a separate more detailed proposal. However, this should be additional information and not simply a duplication of what is in the form.

Please note that the Grants Committee will only see the answers provided on the online form, so it is important that you provide a clear summary of your request.

Section N: Funding Required spreadsheet

This is a spreadsheet template that you will need to download, complete, save and then upload as an attachment. You can download the spreadsheet [here](#).

All the questions in this section refer to the specific project or area of work for which you are applying, NOT your organisation as a whole. If you have more expenditure or income lines than are available, please group these on the form and provide a fuller breakdown in your detailed proposal. For more information see the Supporting Documents Guidance [here](#).

- **What is the total cost of the proposed activity/project?** In this section you should include all costs associated with the piece of work, even if you are not asking the Trust to fund the whole amount.
- **How much is requested from the Trust?** List here all the costs you want the Trust to fund from those listed in the “Funding required for the project” question. These may be the same if you are asking us to fund the whole of the project.
- **Inflation year-on-year.** Please ignore this section which is for internal use only by City Bridge Trust. The percentages just help to better inform an assessment of the budget and will be reviewed on a case-by-case basis.

Who will benefit?

This section provides the Trust with information about the organisations applying to us which is used for our own monitoring statistics to understand which Londoners we are reaching. Therefore, the more accurate the information you give us, the more accurate our monitoring data will be. We understand that some requests will target specific groups of Londoners to meet specific needs, whereas others will seek to be open to Londoners more broadly.

Section O: Who will benefit?

- **How many people will directly benefit from the grant per year?** Whilst we understand that this may be an estimate please be as accurate as possible and if relevant provide further information on how you reached this figure in your Detailed Proposal. If the number is different in each year, please enter the average number

of beneficiaries and include the full breakdown in the Detailed Proposal.

- **In which Greater London borough(s) will your beneficiaries live?** Please select up to five and then enter the relevant percentages, ensuring that the total is exactly 100%. If your grant will benefit Londoners from more than 4 boroughs you can use the option of 'London-wide'.

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.