



Bridging Divides

Supporting Documents Guidance



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.

Guidance for supporting documents

Alongside your online application, City Bridge Trust also asks you to submit some supporting documents. You can do this easily using the online application form's upload function. First select the type of document from the 'title' drop-down list. Then click on the 'browse' button to locate the file on your system and then click the 'upload' button. Attachments should either be Word Documents (.doc or .docx), Excel Spreadsheets (.xls or .xlsx) or in Portable Document Format (.pdf). We may not be able to open documents that are in other formats.

Please note that the attachments cannot total more than 10MB. If for some reason you are unable to attach your documents please contact City Bridge Trust for advice at citybridgetrust@cityoflondon.gov.uk or on 020 7332 3710.

It is important that you submit all the supporting documents required – we cannot start to assess your application until we have received all the required supporting documents.

1. Organisational Finances spreadsheet (required)

This is a template, provided by City Bridge Trust, which you can download [here](#). You should complete the entire table and leave none of the cells empty, but there is a notes field should you wish to provide explanatory information.

Remember to save your version when you are finished as you will have to upload it from your own computer/server when you attach during the completion of your application form.

Please see the Application Guidance document for more information of how to complete the spreadsheet.

2. Funding Required spreadsheet (required)

This is a template, provided by City Bridge Trust, which you can download [here](#).

Remember to save your version when you are finished as you will have to upload it from your own computer/server when you attach during the completion of your application form.

Please see the Application Guidance document for more information of how to complete the spreadsheet.

3. A copy of your organisation's constitution (required)

This is your organisation's governing document. For example, depending on your legal status this may be a constitution, Memorandum of Association and Articles of Association or Trust Deed. Please don't forget to include both your 'memorandum' and 'articles of association' (if relevant). Please note, this document is **not** required if you are part of the Church of England – if this is the case please attach a note stating that this is the case.

4. A copy of your most recent signed audited or independently examined accounts (required)

We need you to send us your most recently signed audited or independently examined accounts. These should be the same accounts you used to complete Section 2 – Finance Details.

Please ensure that your accounts meet the requirement of the appropriate regulatory body. If you are a Registered Charity, see [here](#) for more information.

5. Monitoring framework (required)

As part of your online application we ask you to specify which activities (outputs) you would like to deliver with our funding and what differences (outcomes) you hope to achieve. In addition, we require a separate monitoring framework setting out how you will track your progress against these intended outputs and outcomes.

Charities Evaluation Services' website (www.ces-vol.org.uk) is a good resource for monitoring guidance. We particularly recommend their free publication "First Steps in Monitoring and Evaluation".

We do not specify a particular format for your monitoring framework. We have provided an example format below, to give you an idea, but please do not feel restricted to this format:

Activities / Outputs	Year 1 targets	Year 2 targets	Year 3 targets	Information collection methods
1. Lunch clubs for older people	50 attendees 30 club sessions	70 attendees 40 club sessions	90 attendees 50 club sessions	Lunch club records
2. Befriending service for isolated older people	80 befriending visits 20 new befrienders recruited	100 befriending visits 20 new befrienders recruited 10 befrienders from previous year remain engaged	120 befriending visits 20 new befrienders recruited 20 befrienders from previous years remain engaged	Record keeping by Befriending Service Administrator
3. Training programme for volunteer befrienders	20 new befrienders trained	20 new befrienders recruited Existing befrienders offered refresher training	20 new befrienders recruited Existing befrienders offered refresher training	Training course records
4. Newsletter for older people	150 copies of quarterly newsletter printed and distributed	200 copies of quarterly newsletter printed and distributed	250 copies of quarterly newsletter printed and distributed	Circulation list

Difference / Outcomes	Year 1 target	Year 2 target	Year 3 target	Information collection method
1. Older people benefiting from our support are less isolated	60% of lunch club attendees and 50% of befriended older people report reduced isolation	70% of lunch club attendees and 60% of befriended older people report reduced isolation	80% of lunch club attendees and 70% of befriended older people report reduced isolation	Discussion group with lunch club participants Self-assessment feedback forms
2. Our volunteers are better equipped to provide befriending support	All training course participants report improved understanding of befriending techniques	All training course participants report improved understanding of befriending techniques	All training course participants report improved understanding of befriending techniques	Training course evaluation forms
3. Older people in the area are more aware of our services	15% increase in new enquiries received 60% of survey respondents report awareness of our services 2 local service providers regularly promote our work	20% increase in new enquiries received 60% of survey respondents report awareness of our services 4 local service providers regularly promote our work	25% increase in new enquiries received 60% of survey respondents report awareness of our services 5 local service providers regularly promote our work	Contact records Newsletter survey Consultation with other local service providers

6. Relevant job description(s) and Person Specification(s) with accompanying rate of pay if your application includes costs for any postholders of 17.5hpw or more

If your application to the City Bridge Trust includes a request for funding towards any postholders you should attached the job description including the rate of pay. Please make the number of hours clear, and the total salary on offer (if the salary is pro-rated make this clear).

Please note that the Trust is a [Living Wage Friendly Funder](#). Any grant awarded by the Trust towards all or part of a post must be paid the [Living Wage](#) as minimum. We also encourage all organisations we support to pay the London Living Wage as a minimum to all its staff.

7. A copy of your Safeguarding policy

Please attach a copy of your organisation's safeguarding policy, if you have one. This should reflect any relevant regulatory advice, for example the Charity Commission [here](#), and may include:

- How your organisation provides a safe and trusted environment which safeguards anyone who comes into contact with it, including beneficiaries, staff and volunteers.
- What adequate safeguarding policies, procedures and measures are in place and how are these used protect people.
- Clarity as to how incidents and allegations will be handled should they arise, including reporting to the relevant authorities, such as the Commission.
- How trustee avoid exposing the charity's assets, beneficiaries or reputation to undue risk.
- Recognises that safeguarding goes beyond preventing physical abuse, and includes protecting people from harm generally, including neglect, emotional abuse, exploitation, radicalisation, and the consequences of the misuse of personal data.

For more information on Safeguarding, please see our website [here](#).

8. Detailed proposal

If you wish, you may attach further information in support of your application, however this should not exceed more than 2 sides of A4.

9. For capital buildings grants only

Please attach your access audit and/or design appraisal documents.