FOR APPLICANTS

Applying for funding: hints and tips

BERKSHIRE COMMUNITY FOUNDATION
Local Giving. Lasting Impact.

Berkshire Community Foundation (BCF) receives grant requests that far exceed the funds available and there is no guarantee of our being able to support every applicant charity or group, even if it meets our funding criteria.

Due to limited resources, we may not be able to contact you to discuss an application in detail. Therefore, please ensure that your application is clear, providing strong evidence to show how your organisation or project is in line with funding criteria and provides benefit to communities in Berkshire.



Please ensure you submit your group's **Constitution, latest Accounts, latest Bank Statement, Safeguarding Policy** and **Equality & Diversity Policy** together with your application. Policies should be up-to-date and in line with best practice.

Up to £5,000
per group for grassroots grant round

Up to £10,000
from BCF's priority grants round

For more information please refer to the funding guidelines for the funding stream of your choice, or email grants@berkshirecf.org.

Hints and tips

The BCF Grants Committee goes through a huge volume of applications, paperwork and due diligence in each funding round in order to make the most informed granting decisions possible. To help them in their job, your charity can optimise your application by:

- **Keeping your application clear and concise**
- **Offering evidence** to support the need for your charity or project
- **Being clear** about your beneficiary group(s)
- Setting out objectives and outcomes that are **clear, achievable and measurable**
- Ensuring that any **outstanding monitoring reports** from previous grants are submitted and up to date
- Including an **itemised budget** that is well thought through and realistic
- **Demonstrating a clear grasp of your finances** by explaining any anomalies or significant figures in your organisation's financial records. Please also refer to our Due Diligence Requirements factsheet

Please note: if helpful, BCF is happy to share brief feedback on any unsuccessful applications. If your applications have been previously rejected, this does not affect your chances in future rounds. Whatever the outcome, we wish you every success in your fundraising.

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