

Guidelines for application

General Guidance - The Fore Autumn 2021 Funding Round

- This fund is offering grants of up to £15,000 over up to 18 months to help fantastic small charities and social enterprises plan for the longer term and gain a stronger footing in a post-coronavirus world.
- Grants are unrestricted. This means they can be used for any purpose, including core costs.
- We seek to make grants that strengthen organisations so they can do more. We see them as investments. Our grant might help you grow, or be more efficient - we don't mind, we just want you to be able to be better at what you do.
- We suggest you think of your application as your pitch document – this is your chance to tell us what you do, why your organisation is so important and why you are the best people to be doing the work.
- We have no form or specific questions with word counts - there is no “right” format for your application document. Applications are not judged on writing style or quality of language. An online webinar is available to help you understand what to include in your application.

How to Apply

In every funding round at The Fore, successfully registered organisations are sent a unique weblink via email (for more details on registration see thefore.org). A full application must be submitted via this weblink by the application deadline advertised on the website (around four weeks are allowed). The full application consists of three elements:

- ① Answering a few simple, factual questions
- ② Compiling and uploading a three page application document
- ③ Uploading the latest set of financial accounts, if available

① Guidance for Questions

The weblink includes a number of factual questions on your organisation. Expanded definitions for the terms used are listed below:

- Annual income – please provide the income for your last full financial year.
- Current level of unrestricted reserves – the portion of your reserves that can be used for any expenditure, and is not dedicated (restricted) to a specific purpose
- Total number of equivalent full-time employees or FTEs – paid staff time, expressed as the number of full-time staff where one full-time employee is equal to 40 hours per week. For example, if the only paid staff are two part-time employees each working 10 hours a week, please enter 0.5 in this field.
- Amount of funding requested – the total amount of the funding request, not the annual amount
- The period of time covered by the funding request – the relevant number of months (6, 12, or a maximum of 18).

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Guidelines for application - continued

② Guidance for application document

For the second part of the application, you are requested to submit an application document. **See our online webinar to help you understand what to include in your application document.** This document is a pitch for a meeting with one of our assessors. The document must be no longer than three pages and needs to include:

- A brief description of your organisation, its leadership, the work it does, why the work is so important and how it is having an impact. (guide: 1 1/2 pages)
- How much funding is requested and how the funding will strengthen your organisation and help you improve or do more of your vital work (guide: 1/2 page)
- A few simple targets for the organisation for the period of funding requested e.g. 6 months - restart activities with social distancing measures in place and identify new fundraising streams; 12 months - demonstrate success in fundraising and start to increase activities to help meet additional demand; 18 months - have doubled beneficiary numbers and continued fundraising success. These are only examples; tell us what is right for your organisation. (guide: 1/4 page)
- A simple summary of historic financial information and financial forecasts (max 3 years each). Assume for this table that the organisation receives the funding it has requested from The Fore and successfully realises the benefits from it that it aims to achieve e.g. if you are requesting funding to help fundraise, include how much you imagine you will be able to raise. You may wish to use the table below as a model, but please adapt the headings as necessary to fit your organisation's financial records. Again the figures do not need to be perfect - we are just looking to get a sense of the size of your organisation and its past and future income. (guide: 1/2 page)

Suggested summary financial information table to be included in application document :

Financial Year Ending	Historic [Month]-2017	Historic [Month]-2018	Historic [Month]-2019	Forecast [Month]-2020	Forecast [Month]-2021
Unrestricted Income*					
Restricted Income*					
The Fore Grant					
Total Income					
Wages and Salaries					
All Other Expenditure					
Total Expenditure					
Surplus/Deficit					
Unrestricted Reserves					

* **Restricted income** refers to income that can only be spent for a specific purpose. Typically this reflects restrictions placed on a grant by a donor. **Unrestricted income** refers to income that has no such limitations and can be used for any expenditure approved by the Board of Trustees.

③ Sharing latest financial accounts

For the final part of the application the latest set of audited accounts must be uploaded. If these are not available, please upload the latest management accounts or financial report you have or leave blank.