



**Cornwall  
Community  
Foundation**

# GRANT APPLICATION RESOURCE BOOKLET

A handy guide for CCF grant applicants. Use this booklet to help you with your application and to learn more about Cornwall Community Foundation.

Registered Charity No. 1099977



## Introduction



Welcome!

Applying for funding can feel like a daunting process, but we're here to help. This booklet is designed to guide you through your grant application, offering practical advice, checklists, and tips to make the process as clear and straightforward as possible.

At Cornwall Community Foundation, we believe in the power of grassroots organisations to create real change. Whether you're applying for the first time, or have received funding before, my role as Community Outreach Officer is to support you at every stage. I regularly host events, drop-ins, and one-to-one sessions — so if you need guidance, don't hesitate to reach out.

We want your application to be as strong as possible, and this guide will help you highlight the incredible work you do. I look forward to working with you!

*Shannon Lenton*  
Community Outreach Officer  
Cornwall Community Foundation

## Book a one to one session

Meet with our Community Outreach Officer to get advice and feedback on your grant application. Each session is free to book online.



## Who can and cannot apply?



Not for profit community groups or social enterprises working in Cornwall. You don't need to be a registered charity, but your activities must be considered charitable. You also need to be able to provide the information on the application-ready checklist.



Projects not benefiting people living in Cornwall.

Retrospective grants, covering work you've already done.

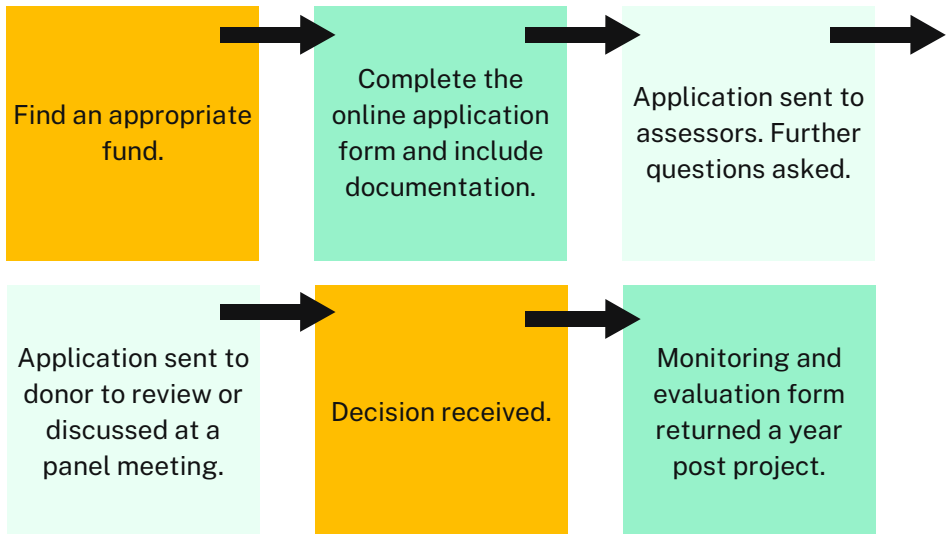
Groups with significant financial free reserves.

Groups whose beneficiaries are not people.

Statutory/public sector organisations such as health authorities, schools, hospitals, parish and town councils.

Projects intended to influence people's religious choices or to promote a particular belief system.

## The application process



# Application ready checklist

Do you have everything you need to start your grant application?

Use this checklist to find out.



**Constitution, Articles of Association or a set of governing rules**, which outlines the objectives of the organisation.



**A minimum of three unrelated members on your Management Committee.** Each member of the committee needs to be registered with the Charity Commission and/or Companies House if you are a Registered Charity and/or Social Enterprise.



**Safeguarding policy and procedures.** This should include the name and contact details of your Designated Safeguarding Lead. It also needs to be in date and include a review date.



**Registered details.** If you are a Registered Charity or a Charitable Organisation please ensure your details are registered with the Charity Commission/Companies House and are up to date.



**Most recent end-of-year accounts.** This should display income, expenditure, surplus, reserves (restricted/unrestricted) and funds brought forward.



**Bank statement** dated within the last 3 months, and clearly displaying details of the account name, account number, sort code and current balance. The account needs to have two signatories.

Occasionally, we may ask for a written reference from an independent referee.

**For any further support contact our Community Outreach Officer  
at [shannon.lenton@cornwallfoundation.com](mailto:shannon.lenton@cornwallfoundation.com)**



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# The 'finer details'

Are you sometimes unsure of some of the 'finer details' needed in our applications? By including some of these elements, you can avoid repetitive questions from our assessors.



**Clear project dates.** All project dates should have a start date at least 1 week after the decision date, and the end date should be in line with the funding criteria. (Funded periods are usually 12 months).



**Highlight full project costs** with a clear breakdown of the full project costs. This includes the amount requested from CCF, any amount already raised, and details of where any other funding will come from if you are applying for further funding. All amounts should be rounded to the nearest £10. Please make sure the amounts add up correctly.



**Highlight the primary beneficiaries** as well as how they are referred to you e.g., word of mouth, other organisations, schools, social prescribers.



**Budget breakdown.** Provide full project costs as well as a breakdown e.g., staff, volunteer, and equipment costs to the nearest £10. Any capital item costing over £2,000 requires two quotes. Any staff costs should also be given by hourly rate and number of hours per week/month if applicable.



**Experience.** Make any experience relevant to running the project clear, including any collaboration with relevant organisations, skills, qualifications, similar past projects and more.



**Impact measurement.** Every awardee will be required to complete an impact form at the end of their project. Include what the impact of the project will be and how it will be measured throughout.

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# Safeguarding policy

Understanding what is needed in a Safeguarding Policy can be tricky.  
Use this guide to support you on your journey.



## What is a Safeguarding Policy?

A safeguarding policy outlines an organisation's commitment to protecting individuals at risk from harm, abuse, or neglect. It sets guidelines for staff and volunteers, detailing how to identify, prevent, and report concerns, ensuring a safe environment for all.



## What should you include in a Safeguarding Policy?

- The name and contact telephone number for the organisation's Designated Safeguarding Officer (DSO)
- The organisation's reporting procedure for safeguarding concerns
- This policy should have been reviewed within the last three years and include the date of this review



## Where can I find Safeguarding Policy support?

When writing or editing your Safeguarding Policy, try finding resources that work for you. A good place to start is with one of the following organisations:

- NCVO
- GOV.UK
- Cornwall Council

**For further safeguarding support and training, contact our Community Outreach Officer at [shannon.lenton@cornwallfoundation.com](mailto:shannon.lenton@cornwallfoundation.com)**



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# Understanding funding jargon

**Primary beneficiary:**

The individual or group that directly benefits from the grant funded activities, such as a specific vulnerable group, or an organisation's target audience. For example: people experiencing homelessness.

**Safeguarding policy:**

A policy that outlines an organisation's commitment to protecting children and vulnerable adults from harm, abuse, or exploitation, ensuring proper procedures are in place for their safety and wellbeing.

**Restricted/unrestricted funds:**

Funds can be either restricted, meaning they are given for a specific purpose or project and cannot be used for anything else, or unrestricted, meaning they can be used for any purpose within the organisation's general operations, providing greater flexibility.

**Reserves:**

Funds set aside by an organisation for future use, often as a financial cushion to cover unforeseen costs or ensure long-term sustainability.

**Criteria:**

The conditions or requirements that must be met to qualify for funding, which includes the alignment of the project with outlined funding priorities.

**Local authority:**

A local government body responsible for providing services and support within a specific geographical area, such as a county, borough, or district.

**Charitable:**

An organisation that operates for public benefit, typically focusing on improving the lives of individuals or communities without the intention of making a profit, and meeting the legal requirements set by charity regulators.

**Retrospective grant:**

A grant provided for activities or costs that have already occurred or been incurred. Our funding is not offered for retrospective activities, meaning the project or activity must be planned and the application submitted before work begins.

**Constitution/articles of association:**

A formal document outlining the rules, objectives, and operational structure of an organisation, including a statement of purpose, membership rules, and procedures for meetings and decision-making.

**Impact:**

The long-term or significant effect of a project on the intended beneficiaries or community, including both qualitative and quantitative outcomes such as improvements to participant's well-being or the environment.

**Income and expenditure:**

Income refers to the money an organisation receives from sources like grants, donations, and fundraising. Expenditure refers to the money it spends on its operations, including costs for projects and staffing.

**Governance:**

The system by which an organisation is directed and controlled, including processes, decisions, and structures that ensure the organisation is run legally, ethically, and effectively.

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## About Cornwall Community Foundation

Here at Cornwall Community Foundation (CCF) we want Cornwall and the Isles of Scilly to be a great place to live for everyone - a place where people work together to address disadvantage and build strong, resilient communities.

Since 2003 we have awarded more than £20 million in grants to grassroots, front-line, volunteer-led community organisations that are making a positive impact in their communities, helping to overcome the challenges of disadvantage, exclusion, and poverty for all.

If you are involved in a community group in your area, please contact us for more information about the grants we have available and please help us spread the word to other groups you may know.

For more information call **01566 779333** or email **[office@cornwallfoundation.com](mailto:office@cornwallfoundation.com)**  
**[cornwallcommunityfoundation.com](http://cornwallcommunityfoundation.com)**



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