OPEN GRANTS PROGRAMME

Application Guidance and Sample Application Forms

Contents

APPLICATION GUIDANCE

INTRODUCTION

The Clothworkers' Foundation is a UK-wide funder providing capital grants to organisations supporting disadvantaged and marginalised communities and individuals. In particular we want to support organisations which are led by and for the communities they serve, and projects which promote significant change for these organisations.

Our Open Grants Programme accepts applications for **capital projects** from **UK registered charities or not-for-profits**. Please note that an organisation can only submit one application to The Clothworkers' Foundation at a time. We fund both large and small projects. Our Small Grants Programme awards grants of up to £15,000 to organisations with an annual income of less than £2 million. Our Large Grants Programme awards grants over £15,000 and typically, not more than £150,000, to organisations with an annual income of less than £10 million.

Organisations providing services to beneficiaries that fall within our 10 programme areas can apply for support. We will consider applications from organisations where at least 50% of their beneficiaries fall within one or more of our programme areas.

PROGRAMME AREAS

Organisations, or their capital projects, need to be serving a majority of beneficiaries that fall under at least one programme area. However we realise that some organisations serve multiple eligible groups and we want to understand more about this. Therefore please do tick more than one category if you feel that a **significant** amount of your work falls under more than one heading. We also understand that many organisations are experts in one field, and there is no funding advantage in selecting more than one area.

COMMUNITIES EXPERIENCING RACIAL INEQUALITIES

Organisations supporting communities affected by racism, and organisations working to promote racial equity. Organisations may be providing specialist services such as employment support or legal advice primarily to minoritised communities or may provide more general community support. These communities may face discrimination or disadvantage on the grounds of ethnicity or faith.

DISABLED PEOPLE

Organisations for Disabled People and/or people experiencing mental health issues/challenges. Those providing support to the families and carers of Disabled People can also apply under this programme area.

Organisations for Disabled Children and Young Peopleshould apply under this programme area as well as the Young People Facing Disadvantage programme area. Please note that **special schools/colleges** are eligible to apply under this programme area.

We have a 300-year history of supporting organisations improving the lives of blind and vision impaired people and welcome applications from organisations with this mission.

DOMESTIC & SEXUAL ABUSE

Organisations supporting adults and children affected by domestic or sexual abuse. This includes victims and survivors of abuse, and services aimed at perpetrators. It includes services helping victims escape abusive relationships, or any part of the recovery cycle. Examples include refuges and women's organisations.

Organisations applying for a capital project linked to supporting perpetrators must have or be working towards Respect accreditation.

ECONOMIC DISADVANTAGE

Organisations supporting individuals or communities experiencing poverty and deprivation. This may include urgent support as well as longer-term work to relieve economic disadvantage.

HOMELESSNESS

Organisations providing services to people who are homeless or at risk of becoming homeless. This includes those providing homelessness accommodation, or services such as food banks and furniture recycling.

Organisations supporting young people at risk of homelessness (or that are homeless) can also apply under our Young People Facing Disadvantage programme area.

LGBT+ COMMUNITIES

Organisations providing support to lesbian, gay, bisexual and transgender people facing disadvantage or discrimination.

OLDER PEOPLE FACING DISADVANTAGE

Organisations providing services for older people facing disadvantage, particularly (but not limited to) economic disadvantage and isolation.

PRISON & REHABILTATION

Organisations supporting people in prison and their families, those at risk of offending and the rehabilitation of those leaving prison.

If you are supporting young people at risk of offending, please also apply under the Young People Facing Disadvantage programme area.

SUBSTANCE MISUSE & ADDICTION

Organisations supporting people and families affected by drugs and/or alcohol misuse.

YOUNG PEOPLE FACING DISADVANTAGE

Organisations supporting young people facing disadvantages, particularly (but not limited to) young people in care or leaving care and young people not in education, employment or training.

The focus of services must be on supporting disadvantaged young people; general educational organisations, wildlife and outdoor educational charities, sports organisations, and youth arts

organisations are not eligible to apply under this category unless **at least 50%** of those benefiting from the capital project fall within one or more of our programme areas.

Please note, we do **not** accept applications from pupil referral units, schools or organisations delivering other mainstream educational provision or alternative provision under this programme area.

Organisations supporting Disabled Young People or young people with mental health issues should also apply under the Disabled People programme area.

ORGANISATIONS THAT WE DO AND DO NOT FUND

Most of the organisations that we give grants to are registered charities, but we do fund other types of organisations such as Community Interest Organisations (CIO), Community Interest Companies (limited by guarantee without share capital), exempt charities (in which case we require details of your principal regulator and/or evidence of HMRC exemption) including Community Benefit Societies, and special schools.

ORGANISATIONS THAT ARE EXCLUDED FROM APPLYING

To help us manage demand, we have a number of organisations that are ineligible to be considered for funding.

We **do not** fund:

- Organisations that have received a grant offer from us within the last five years (unless specifically invited by us to reapply).
- Organisations that have had an application declined in the last six months.
- Organisations applying for a capital project that has previously been declined, even if this was more than six months ago.
- Organisations that promote religious activities or proselytise to service users.
- Organisations that primarily provide services to other organisations – sometimes described as 'second tier' or 'infrastructure' organisations. For example, a CVS (council for voluntary service) or membership group would not be eligible unless it also provides direct or front-line services, and the project it is applying for specifically relates to that part of its delivery).
- Organisations with income of over £10 million. If your organisation is a subsidiary or part of a larger organisation, we will take this into account when looking at your income.
- Hospices and NHS charities.
- Organisations where grant making is a substantial part of their core services.
- Schools, colleges or universities (unless their students are exclusively Disabled People, e.g., special schools). Please note that we do not fund PRUs or alternative provision. We also do not support special schools which are part of a multi-academy trust with an income of more than £10 million.
- Almshouses.
- Village halls or community centre/hubs which are not operating in an area of high deprivation. We use the most recent Indices of Deprivation for each of the four nations as a guide and we tend to fund organisations that are operating within the most

deprived areas (e.g., those that have been ranked as being within 50% of the most deprived neighbourhoods in the country).

CAPITAL FUNDING DEFINITIONS

We award grants towards capital projects such as:

- **Buildings**: the purchase, construction, renovation or refurbishment.

- **Fittings, fixtures and equipment**: this includes but is not limited to office equipment/furniture, some sports/gym equipment, digital/audio-visual equipment, garden equipment, and specialist therapeutic equipment. Please ensure you read our guidance on non-capital items.

- **Digital Infrastructure**: this includes but is not limited to one-off (not ongoing) costs for the digitisation of processes including the development of CRMs, the development or updating of communication platforms such as websites or apps, or adding digital features to existing services. These projects should be well past 'brainstorming' phase, and be ready for development. Please find specific guidance on digital eligibility here.

- **Vehicles**: this includes (but is not exclusive to) minibuses, cars, caravans, people carriers, 4x4 and boats. We are unlikely to fund the total cost of a new vehicle or where an organisation owns a large number of vehicles already. We do not provide grants towards vehicle leasing and organisations whose core activity is community transport, are ineligible for funding. We will not fund the purchase of a vehicle from a private seller.

Please note: Grant applications must relate to a single type of capital project. Applications that combine multiple types (e.g. digital software and hardware, or a vehicle and equipment) will be asked to prioritise one component.

Our Open Grants Programme provides **capital grants only.** We will not provide support for the following items:

- Salaries and overheads
- Volunteer expenses
- Training
- Rent
- Costs associated with the lease of property or equipment
- Project management costs
- Marketing, leaflets and other literature
- Equipment for one-off use, or which will be given to service users for personal use on a permanent basis
- Costs associated with one-off events
- Consumable items such as items with a short shelf life e.g. clothes, some sports equipment and kits, toys, and stationary

Other ineligible projects include:

- ◎ Medical research or equipment
- ◎ Consumables (as described above)
- ◎ Setting up/refurbishment of charity shops
- ◎ General appeals and emergency appeals
- ◎ Retrospective projects (i.e., those that have already been completed)
- ◎ Political projects
- ◎ Requests for a vehicle from an organisation whose core offer is community transport
- ◎ Projects overseas
- ◎ Projects where the primary purpose is that of heritage or culture
- ◎ Capital costs relating to arts and education projects unless they target and work exclusively with individuals from our programme areas

OUR IMPACT FRAMEWORK

We frequently receive more *eligible* applications than we can fund. When this is the case, we need to make decisions about which applications we wish to prioritise, using our Impact Framework.

We prioritise:

- Organisations that embed *lived experience* of the issues they tackle in their decision-making at all levels. We understand this looks different for different organisations, and we ask questions about this in our application forms.

- Projects that make *significant change* to the delivery, reach or sustainability of an organisation. This may include projects that allows an organisation to own their own building, undertake a refurbishment that can increase the numbers they serve and/or the quality of the work they do, own a vehicle for the first time, or significantly increase their reach or delivery through new digital infrastructure.

- Our Impact Framework helps us to prioritise amongst many eligible applications. **We are likely to fund some applications which score highly on one criteria, but very unlikely to fund those which do not score highly on either.**

    You can view our Impact Framework on our website.

Lived Experience

We define lived experience as the knowledge and understanding gained by people with direct experience of a particular issue. While everyone has 'lived experience', the term was coined to address the fact that organisations tackling societal issues may not involve people who have actually experienced that   issue.

We believe organisations which integrate lived experience are best-placed to make informed and relevant decisions about how to serve their communities, and to advance the interests of those communities.

We recognise three types of lived experience in the organisations that we fund:

1. people with direct lived experience - an individual whom, due to characteristics, or life events, has experienced discrimination, marginalisation and/or hardship.

2. people with indirect lived experience - an individual who has not had direct lived experience of the specific issue but is in a close relationship with someone who has, and

has experienced the effects of this. For example, parents or carers of Disabled Children or children of refugees.

3. people with professional expertise - deep knowledge and experience gained over the long-term by working within a system which (currently) drives marginalisation or poor outcomes, which has given them the insight to draw on about how to change these systems. For example, social workers, healthcare professionals or youth worker.

We believe there is a **particular value in direct lived experience**, but we also recognise the importance of other experience, and that an individual may have direct or indirect lived experience and professional experience.

We fund across a wide range of programme areas, and we know that how lived experience is embedded in an organisation may look different depending on who it serves, its age, size, and other circumstances.

Our Impact Framework asks questions about lived experience at leadership and staff/volunteer level, and about engagement with users. Organisations with embedded lived experience at every level will score highly, but we recognise that organisations may be making progress at one or more levels, and we ask questions about this

Project Type

As long-standing capital funders we know the impact of projects which enable organisations to own or lease physical and digital assets. We prioritise those projects that will make the most significant change to organisations in terms of what they do (delivery), and/or who they can serve (reach), and/or their sustainability (increases in income or decreases in expenditure).

Broadly speaking our Impact Framework categorises projects in this way:

High – projects which allow ownership (or, in the case of buildings, construction) of land, buildings, vehicle, equipment or digital infrastructure assets for the first time, in ways which will improve delivery, reach and sustainability.

Medium – projects which improve or increase existing assets in ways which will improve delivery, reach and sustainability.

Low – projects which repair or maintain existing assets

Applicants to our Small Grants Programme are far less likely to be fundraising for e.g. building purchases or construction. They are not disadvantaged by our Impact Framework as our Small Grants funding is ringfenced.

THE APPLICATION PROCESS

WHEN CAN YOU APPLY?
The Open Grants Programme is a rolling grants programme. We have no deadlines and assess applications as they are received.

HOW TO SUBMIT AN APPLICATION?
To apply, you must first successfully complete the online eligibility quiz which can be accessed on our website. If you pass the quiz, you will be directed back to our website to access the appropriate online application form for either a Small or a Large Grant. Please note that although

the eligibility quiz asks core questions about eligibility; you should still read our list of exclusions carefully before applying.

If you are applying for a Large Grant there is a two-stage process.

The first stage application captures key details about your organisation, your project, and its intended impact.

Our Grants Team review first stage application forms on a rolling basis, and we aim to respond to these within six weeks We invite those that score highest against our Impact Framework to submit a full application. Organisations have four months to submit this full application.

. The full application form asks for more detail on your organisation, project, and finances. These are then assessed by our Grants Team, before decision-making at our Grants Committee or Trustee Board.

We aim to respond to first stage applications within six weeks.

If you are invited to submit a full application, we aim to provide you with a decision in six months.

If you are applying for a Small Grant there is a one-stage process, with a single application form.

Final decisions on Small Grants are made by our Foundation Director.

We aim to respond to Small Grant applications within 12 weeks.

WHAT HAPPENS WHEN WE RECEIVE YOUR APPLICATION?

You will receive an email confirming receipt of your application form. This email will come from noreply@yourcause.com (note: you should never send emails in reply to this address as it is not monitored). Please ensure you save this contact so emails do not enter your spam or junk inbox. Once your application has been submitted, you will not be able to make further changes but to return and access your forms, please click on the following link: https://bbgm-apply.yourcausegrants.com/apply/applications

A member of the Foundation team may contact you if they need any information during our assessments. We sometimes call or visit applicants as part of the assessment process and if this applies to your application, we will contact you to discuss prior to our visit.

WHAT HAPPENS IF YOU ARE SUCCESSFUL?

If your application is successful we will write to you by email with an offer letter outlining the terms and conditions of your grant and the next steps. The online portal account you set up for the application will be used throughout your reporting of the grant so please keep a record of your log in details.

WHAT HAPPENS IF YOUR APPLICATION IS UNSUCCESSFUL?

Unsuccessful applicants will receive brief feedback by email. If you believe the feedback is wrong, or you would like more details, please use the Contact Us page on our website. We are a small team, but we will do our best to get back to you as soon as possible.

Our Frequently Asked Questions page provides answers to some common questions about our application process.

THE APPLICATION FORM

Sample application forms are available on our website but applications can only be submitted through our online portal. You may be asked about some or all of the following depending on whether you are applying for a Small Grant or whether you are completing a first stage or full application form for a Large Grant:

- **Organisation and contact details**: Standard questions about you and your organisation as well as questions about how your work fits within our programme areas. We encourage you to tell us how many people you serve.
- **Finances**: Questions about your financial position, any financial challenges you face and copies of your latest annual accounts. If your charity is young and has not yet produced any accounts, we recommend that you postpone your application until they are produced, unless you have detailed management accounts and can demonstrate your organisation's sustainability.
- **Project details**: Questions about the type of capital project, the need for the project, the projected impact of the project and a copy of your project budget. Depending on which project type you choose (a building, vehicle, equipment or digital infrastructure project), we ask specific follow-up questions. For example, if you are applying for a building project we ask some questions about the ownership of your building as well as any planning permission requirements for the project.
- **Fundraising**: We need details about your fundraising strategy for the project, any funds already raised, and any pending applications to other funders.
- **Faith**: We ask questions relating to any faith ethos or religious activities of your organisation. We do not fund projects which promote or benefit religious activities
- **Diversity, Equity and Inclusion:** We ask some questions about why your organisation was set up, and who you have been set up to work with and support. We also ask about the leadership of your organisation and how it relates to the mission of your organisation. **We will not use the data that you provide to make a decision on your application.** If you do not wish to give us this information or are unable to do so, there is an option for this.
- **Lived experience:** We ask questions about lived experience in your organisation
  - at leadership level
  - at staff/volunteer level
  - at user level

  For the first two questions, we ask about the numbers of people with direct lived experience, as well as leaving space for your own words. For the third question, it is simply in your own words. You are also able to upload any existing documents that may give us insight into lived experience in your organisation – this is optional, and you should not create any new documents for this application. Documents that might be relevant could include recruitment policies, lived experience strategies, or evaluations

of lived experience-led work.

We are interested to hear your experiences of success in integrating lived experience in your organisation, but also in the challenges you face in doing this. We know for many organisations, it is an ongoing piece of work, and that some organisations may face particular barriers to integrating lived experience. Please use your own words to tell us how it looks for you.

- **Project type/impact**: In the application form you will be asked to choose your project type from a drop-down menu. We also want to understand the potential impact of your project in your own words. We understand that this may look like impact for your organisation, rather than for your users.

  Examples of impact from capital projects include:

- The ability to serve more people, or people with different needs, through refurbishment or extension of an existing property, whether leased or owned.

- The ability to reach more people, or make your service more accessible, through new transport.

- Decreased rent, long-term security, and greater autonomy through ownership of a property.

- Improved efficiency and staff/volunteer satisfaction through more efficient or fit-for-purpose IT equipment

- More efficient data collection and management through a new CRM which improves services for, and communication with, users

- New equipment that can meet specific needs for users for the first time

Please note: we aim to be generous with the word limit for most questions on the application form. This is because we understand how time consuming it can be to reduce answers to match word limits. Each answer has a word count, but we have provided applicants with some leeway (around 10%) – for example, a question that has an 'approx. 250 word count', will allow you up to use up to 275 words. We would however ask that, when completing the form, you keep your answers concise and that they only address the specific question/s being asked when possible.

WHY WE DECLINE APPLICATIONS

Below is a list of the most common reasons why we turn down an application:

- The organisation's structure or project was ineligible.

- The application was eligible but did not score sufficiently highly against our Impact Framework to be prioritised for funding.
- There is not a strong enough fit with our Programme Areas.
- In comparison to other application, the organisation had greater financial resources in relation to the funds required.
- We are not confident of the organisation's financial position; for example there may be insufficient revenue funding in place to remain a going concern.
- The organisation's secular activities were not sufficiently demonstrated.
- The organisation's fundraising plan does not seem adequate to meet the needs of the project.
- The request was for retrospective funding (i.e., a project that had already been completed).
- Due to the size of the project costs, the Foundation is unable to award a meaningful grant.
- The organisation is still in its infancy and has a limited track record.

If you have any questions about our Open Grants Programme that are not answered in this document or on our website, please email foundation@clothworkers.co.uk.

DIGITAL INFRASTRUCTURE APPLICATION GUIDANCE

INTRODUCTION

Some digital software and products are eligible for funding under our Open Grants Programme. Like other capital items including buildings, equipment and vehicles, digital infrastructure can help organisations improve their delivery and/or reach and/or sustainability. This document shares some specific guidance for organisations considering an application for digital infrastructure support.

As with any application to our Open Grants Programme, we need a reasonable idea of the digital infrastructure that you want to develop and how you want to do it. Projects that are still at the initial 'brainstorming' stage will not be funded: this means you need to have developed the rationale for the project, a plan to develop, implement, and embed the infrastructure, and have secured the quotations that will have allowed you to set a realistic budget. Below we include a checklist of things to consider when planning a digital infrastructure project.

We understand that the salaries of employees and other core costs will be part of this total budget for many digital infrastructure projects. However, our funding will not cover these and you can find a list of all the ineligible costs relating to our Open Grants Programmes on our website. The only exception to this list is that the initial costs of training staff, volunteers and users to use the new digital infrastructure are eligible. Please note that you are welcome to apply for projects that *include* some ineligible costs but keep in mind that any grant awarded would not cover them.

NOT ALL DIGITAL PROJECTS ARE ELIGIBLE. WE WILL CONSIDER ONE-OFF COSTS TOWARDS:

- Moving your paper-based processes online so that you can make better use of digital technology. This is sometimes described as 'digitising processes' and can include technical infrastructure and devices e.g. cloud storage and tablets for data collection.
- Developing or updating the digital tools that you use to communicate, such as your website, apps or messaging platforms.
- Adding new digital features to services that you already deliver to make them easier for people to use and access.

EXAMPLES OF ELIGIBLE PROJECTS AND COSTS (THIS LIST IS NOT EXHAUSTIVE):

- Development of a new website or the upgrade of an existing one.
- Development of a new CRM/database or the upgrade of an existing one. This can include consultancy, initial training and support costs.
- Integration of a CRM/database and other digital software used.

- Making a service that you already offer accessible online, for example, via a specialised app, software or website function.

EXAMPLES OF INELIGIBLE PROJECTS AND COSTS:

- The design of a new service (e.g. something that differs to what you offer already, rather than adding digital features to an existing service).
- A project or costs relating specifically to rebranding.
- A project that is still in the initial 'brainstorming' stage. We will need a clear idea of the digital infrastructure that you want to develop and how you want to do it. The checklist below provides some guidance on questions you should have answered by the time you apply to us.
- Core costs including the wages or salaries of employees.
- The cost of a software license/licenses beyond the initial set up or upgrade period, defined as up to 12 months for a first-time subscription.
- Website hosting costs beyond the initial set up or upgrade period, as defined above.

In December 2023, we hosted a webinar to provide more information about our digital infrastructure funding. You can watch the recorded webinar here.

If you have any questions or would like to discuss making a digital application further, please email foundation@clothworkers.co.uk.

DIGITAL INFRASTRUCTURE PROJECTS CHECKLIST:

*Please note that we do **not** ask questions relating to all these points in our application forms. However, they are important parts of planning any digital infrastructure project, and organisations may like to use this list to support their project planning.*

Are the goals of the project clear, and do they align with your organisation's mission, strategy, and business plan?

What impacts will the project deliver? How will they be measured and monitored?

Do you have a detailed breakdown of the projects costs? Depending on the specific project, this will include:

- Design
- Development
- Project management
- Content migration
- Testing
- Training
- Hosting (if included)
- Ongoing maintenance/support costs (and how will these be met)?

How have you identified potential suppliers, and secured quotes?

How will you ensure the project is well-implemented and used (including staff training and support)

Who is accountable for ensuring the project is accessible to all its users, GDPR compliant and secure?

USEFUL SOURCES OF INFORMATION / RESOURCES

Charity Digital – discounted software for registered charities
https://www.charitydigitalexchange.org/

Café analogy
https://www.thecatalyst.org.uk/what-we-mean-by-digital

Catalyst Service Recipes
https://www.shareddigitalguides.org.uk/

7 steps database blog
https://datawise.london/resources/choosing-a-database/

NCVO digital and technology guides
https://www.ncvo.org.uk/help-and-guidance/digital-technology/#/

Design hops training from CAST
https://www.wearecast.org.uk/programmes/design-hops

IMPACT FRAMEWORK

We assess *eligible* applications to our Open Grants Programme on two criteria: Project Type and Lived Experience. Organisations with higher cumulative scores are more likely to be funded.

Applicants to our Small Grants Programme are far less likely to be fundraising for e.g. building purchases or construction. They are not disadvantaged by our Impact Framework as our Small Grants funding is ringfenced.

PROJECT TYPE ASSESSMENT:

Applications will be scored as either low, medium, high or very high in terms of the extent to which the project that they are applying for will make a *significant difference* to the delivery, reach or sustainability of their organisation, rather than maintain their current state.

Very High

- Building Projects – the purchase of land, or the purchase/construction of a building that will provide the organisation with greater security and opportunity

High

- Building Projects – the renovation or refurbishment of an existing building (that the organisation either owns or leases) that improves the organisation's delivery or reach
- Vehicle Projects – the purchase of a vehicle for the first time which improves the organisation's delivery, reach or sustainability
- Equipment Projects – the purchase of new equipment which improves the organisation's delivery, reach or sustainability
- Digital Infrastructure Projects - the purchase of new digital systems which improve the organisation's delivery, reach or sustainability

Medium

- Building Projects – maintenance or essential repairs to an existing building
- Vehicle Projects – the replacement of an existing vehicle if the organisation has only one OR the purchase of an additional vehicle, which improves the organisation's delivery, reach or sustainability
- Equipment Projects – the purchase or replacement of existing equipment which improves the working lives and/or effectiveness of the organisation's staff and/or volunteers
- Digital Infrastructure Projects – the purchase of new or upgrading existing digital systems which improve the working lives and/or effectiveness of the organisation's staff and/or volunteers

Low

- Vehicle Projects – the replacement of an existing vehicle if the organisation has more than one
- Equipment Projects – the replacement of existing equipment
- Digital infrastructure Projects – the replacement of existing digital systems

LIVED EXPERIENCE ASSESSMENT:

Applications will be scored as either low, medium, high or very high in terms of the extent to which the organisation applying is integrating lived experience in all their work. There are three components to the scoring system – we will score for a) leadership (at board and senior staff level) b) staff and/or volunteers and b) for how the organisation engages with the people it supports.

Leadership (board of Trustees or equivalent and senior staff)

- Very High – The organisation is governed and led by people with recent and direct lived experience of the issue(s) users face. A by and for organisation where more than 75% of the organisation's key decision-makers (Trustees or equivalent) and senior staff are from the community (or communities) it is dedicated to supporting.
- High – 50-75% of the organisation's key decision-makers (Trustees or equivalent) and senior staff have direct and recent lived experience of the issue(s) users face. Other decision makers have learned or professional expertise in the issues the organisation is addressing and/or indirect lived experience of the issue(s) users face e.g. as a parent, other family member and/or carer.
- Medium – Some evidence of lived experience integration in place. Between 25-49% of the organisation's key decision-makers (Trustees or equivalent) and senior staff have recent and direct lived experience of the issue(s) users face. Some decisions taken by the organisation are taken by, or clearly informed by, people with direct lived experience, but the majority of decision makers have learned or professional expertise in the issue(s) the organisation is addressing and/or indirect lived experience of the issues users face e.g. as a parent, other family member and/or carer.
- Low - Not a by and for organisation and no evidence they are working towards increasing lived experience integration. Fewer than 25% of the organisation's key decision-makers (Trustees or equivalent) and senior staff have recent and direct lived experience. Decisions are taken on behalf of users by people with learned or professional expertise, or interest, in the issue(s) the organisation is addressing, or by people with indirect lived experience of the issues users face e.g. as a parent, other family member and/or carer.

Other staff and/or volunteers

- Very High – More than 75% of the organisation's staff and/or volunteers have recent and direct lived experience of the issue(s) users face. Staff and/or volunteers with lived experience are found at all levels of the organisation.
- High – 50-75% of the organisation's staff and/or volunteers have recent and direct lived experience of the issue(s) users face. Other staff and/or volunteers have learned or professional expertise in the issues the organisation is addressing and/or indirect lived experience of the issue(s) users face e.g. as a parent, other family member and/or carer.
- Medium – Between 25-49% of the organisation's staff and/or volunteers have recent and direct lived experience of the issue(s) users face. The majority of staff and/or volunteers have learned or professional expertise in the issue(s) the organisation is addressing and/or indirect lived experience of the issues users face e.g. as a parent, other family member and/or carer.
- Low – Fewer than 25% of the organisation's staff and/or volunteers have recent and direct lived experience of the issue(s) users face. Staff and/or volunteers have either learned or professional expertise in the issue(s) the organisation is addressing or by people with

indirect lived experience of the issues users face e.g. as a parent, other family member and/or carer.

Engagement

- Very High – The organisation is regularly alongside (whether through formal structures or not) and engaging with people with direct lived experience beyond the team. In addition to meaningful, long-term engagement, users have the opportunity to progress within the organisation, e.g. into paid roles or leadership positions. Those with lived experience that are involved in consultation, co-production, or advisory roles are well-supported, which may include remuneration.
- High – The organisation meaningfully engages with people with lived experience beyond the team over the long-term, for example through advisory groups or panels to develop or monitor the organisation's strategy, and has concrete, time-bound plans in place to maintain or improve engagement.
- Medium – The organisation collaborates with people with lived experience beyond the team, for example through co-creation of specific projects or programmes, but engagement is often ad-hoc, time-limited and on a project or programme basis. The organisation may have plans in place to improve engagement.
- Low – Engagement beyond the team is considered 'light-touch' i.e. participation is limited to surveying users, consultations, workshops or focus groups.

SAMPLE SMALL GRANTS PROGRAMME APPLICATION FORM

INTRODUCTION

Before submitting your Application Form, please read our Application Guidance Document which can be found [here](#) on our website.

Thank you for applying to The Clothworkers' Foundation's Open Grants Programme.

As an [open and trusting funder](#), we are committed to not wasting applicants' time. However, we frequently receive more applications than we are able to fund.

When demand is high, we make decisions about which eligible applications to prioritise using our Impact Framework, which can be found on our website [here](#). We prioritise:

- organisations that embed lived experience of the issues they tackle in their decision-making at all levels
- projects that make a significant change to the delivery, reach or sustainability of an organisation

We will keep you informed of the progress of your application. We expect to make decisions on applications to our Small Grant Programme within 12 weeks.

ELIGIBILITY CHECKS

To be eligible to apply to our Small Grants Programme your organisation must:

- be a registered charity, Community Interest Organisations (CIO), Community Interest Company (limited by guarantee without share capital), exempt charity or a special school
- have an income of £2 million or less
- be applying for a grant of £15,000 or less
- be applying for a capital project (equipment, a building project, or a vehicle)
- over 50% of your users fall within one or more of our programme areas

If this is not the case, your organisation may not be eligible to apply.

Please refer to our Application Guidance Document before continuing.

YOUR ORGANISATION

Organisation name *

Other names

If your organisation is known by any other name(s) (e.g. working names or old names) please provide details below.

Organisation address *

Organisation website *

Type of organisation *

How is your organisation constituted? *

Charity Commission number (if applicable)

Please leave blank if you do not have a Charity Commission number

Company number (if applicable)

Please leave blank if you do not have a Companies House number

What year was your organisation established? *

Is your organisation affiliated with a particular religion? *

The Clothworkers' Foundation does not fund capital projects linked to services that actively seek to proselytise or promote any religion. We turn down a large number of applications each year for this reason. However, an applicant organisation can have a faith ethos or affiliation.

Please provide further information (approx. 150 words). *

Please include what religion your organisation is affiliated with, the role faith has in the activities you deliver and those linked to the capital project and whether employees and/or trustees are required to be of that religion.

Is your organisation a Living Wage accredited employer? *

We are committed to being a Living Wage Funder. If you are not currently a Living Wage Employer and your application is successful, we will discuss with you how we can help you to become one.

How did you hear about The Clothworker's Foundation? Please select from one of the options below. *

LIVED EXPERIENCE

We prioritise organisations that fully integrate people with lived experience of the issue they address at all levels of their organisation.

We define lived experience as the knowledge and understanding gained by people with direct experience of a particular issue. While everyone has 'lived experience', the term was coined to address the fact that many organisations tackling societal issues do not involve people who have actually experienced that issue.

We believe organisations which integrate lived experience are best-placed to make informed and relevant decisions about how to serve their communities, and to advance the interests of those communities. In some organisations, lived experience is deeply embedded in governance and leadership. If this is your organisation, we want to hear about this.

We also know that some organisations have built lived experience into their organisations at certain levels. If this is your organisation, there is space for you to tell us what you have achieved in this area as well as any particular challenges you face in integrating lived experience in your work.

Please refer to our Application Guidance Document and our Impact Framework on our website if you require any further information.

Which programme area(s) does the work of your organisation fall under? *

To be eligible for funding, at least 50% of your users must fall within one or more of our 10 programme areas. Please only select more than one category if you feel that a significant amount of your work falls under more than one programme area. We also understand that many organisations are experts in one field, and there is no funding advantage in selecting more than one programme area. Further down this page you will be asked how the people your organisation serves are involved in the running of your organisation, so please select your programme area(s) that reflect the work you do.

Please describe the community/group of people you support in your own words? (approx. 50 words) *

Briefly summarise the work of your organisation. (approx.200 words) *

Please tell us about the aims and purpose of your organisation and the range of day-to-day services/activities provided. Please include details of how over 50% of your organisation's users fall within the programme area(s) you have chosen.

Lived experience of your leadership and staff/volunteers

We want to understand who holds the power and who makes the decisions in your organisation.

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2. people with indirect lived experience - an individual who has not had direct lived experience

of the specific issue but is in a close relationship with someone who has, and has experienced the effects of this. For example, parents or carers of Disabled Children or children of refugees.

3. people with professional expertise - deep knowledge and experience gained over the long-term by working within a system which (currently) drives marginalisation or poor outcomes, which has given them the insight to draw on about how to change these systems. For example, social workers, healthcare professionals or youth worker.

We believe there is a **particular value in direct lived experience** and are particularly interested in hearing about this in your organisation. However we are also interested to hear about the indirect lived experience in your organisation.

Below we ask you to provide numerical data on the makeup of your leadership (Trustees or equivalent) and staff/volunteers alongside free text boxes to explain in your own words what lived experience (both direct and indirect) looks like in your organisation.

Using the definition of direct lived experience above, what percentage of your organisation's leadership (Trustees or equivalent) and senior staff have direct lived experience of the issue(s) users face? *

Please do not include people with indirect lived experience or learned or professional expertise in your answer. We understand that you may not collect this data so there is an opportunity for you to tell us about your leadership in the next question.

Please tell us more about the lived experience of the leadership (Trustees or equivalent) of your organisation. (approx. 250 words) *

We understand that for some organisations lived experience is deeply embedded and for others that may be a work in progress, or there are specific barriers to achieving this. In this box you can tell us what lived experience looks like in your organisation's leadership. You can also tell us here about indirect lived experience and relevant professional expertise in your organisation's leadership.

Using the definition of direct lived experience above, what percentage of your staff and/or volunteers have lived experience of the issue(s) users face? *

Please do not include people with indirect lived experience or learned or professional expertise in your answer. We understand that you may not collect this data so there is an opportunity for you to tell us about your staff and/or volunteers in the next question.

Please tell us what lived experience looks like in your organisation amongst your staff and/or volunteers. (approx. 250 words). *

This may include information about how people with lived experience are recruited or supported, and how they progress. You can also tell us here about any indirect lived experience and relevant professional expertise in your organisation's staff and/or volunteers.

Engagement with users

As well as the leadership of your organisation, we want to understand how the people you serve can inform and influence your organisation.

We recognise that engagement with users can be seen as a spectrum, or a ladder, from light touch to fully embedded. Engagement can be via informal channels or through more formal methods. Please use the space below to tell us how the views of users inform your work. For example, through specific projects or programmes or by participating in workshops or forums, or by sitting on advisory groups or panels. Please also tell us what support (if relevant) is provided to users engaging in your work.

How are users involved in your organisation? (approx. 250 words). *

YOUR ORGANISATION'S FINANCES

What was your organisation's annual income for the most recent accounting year? *

What was your organisation's annual expenditure for the most recent accounting year? *

Surplus/deficit (this field will be automatically filled in)

Which yearend do these figures relate to? *

What is your organisation's financial position (approx. 250 words) *
Your answer should cover past performance and also your current performance which might include reference to your most recent management accounts.

Is your organisation experiencing or expecting any financial difficulties? Please tell us here if your organisation has recently reported an operating deficit or is likely to this year. (approx. 250 words) *

Accounts
Please attach your most recently published annual accounts. If you do not have a set of accounts, please upload a record of income and expenditure for the last year, or if you have not been operating for a year, since the organisation was established.

Schools and organisations applying for projects primarily benefiting schools (e.g. Friends of...) should attach the latest copy of the school's annual accounts.

Your application cannot be processed without these documents.

YOUR PROJECT

This section refers to the capital project you are asking us to fund e.g. a building purchase or renovation, the purchase of a vehicle or equipment or the upgrade of digital infrastructure.

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Projects that do not bring about significant change but are about improving or maintaining your physical assets remain eligible, but are less likely to be prioritised for funding.

Your project plan should be well developed at the time of application. We cannot consider applications that are at conceptual stage.

Please refer to our Application Guidance Document and Impact Framework on our website for further information

What type of project are you applying for? *

What is the title of your project? (approx. 20 words) *

For example, the refurbishment of our office space, the purchase of a new minibus, the purchase of new IT equipment or the upgrade of our website.

Please describe your project. (approx. 250 words). *

What is the total cost of your project? *

How much do you have left to raise? *

Our Small Grants Programme can award grants of up to £15,000. Please tell us how you will raise the shortfall. (approx. 200 words) *

Are you waiting to hear back from funders you have contacted in regards to this project? Please list the name of the potential funder, the amount requested and estimated decision date.

Please describe the difference you expect your capital project to make. (approx. 250 words) *

Please see our Application Guidance Document for help with answering this question.

Please upload your project budget. We cannot assess your application without this information. *

BUILDING PROJECTS

You will only be required to answer these questions if you are applying for a building project.

Does your organisation own the building/land where the project will take place? *

If your organisation does not own the building/land, who does? (approx. 25 words) *

Does your organisation have a lease? *

What year will your lease expire? *

How long is your lease (in years)? *

You may use the box below to provide any further information on your lease. (approx. 150 words)

Project timeframe

When do you expect to start your capital project? *

How long will the capital part of your project take? (approx. 150 words) *
If it has already started, when did it start and how is it being funded?

Will your project be phased? *

Which phase are you asking us to fund? *

You may use this box to provide further information about the project's phases. (approx. 150 words)

Planning permission

What is the planning permission status of the project? *

If relevant, please provide further information on the planning permission requirements. (approx. 150 words)

VEHICLE PROJECTS

You will only be required to answer these questions if you are applying for a vehicle.

How many vehicles does your organisation already own? *

Please note that we are unlikely to fund the total cost of a new vehicle or award funding to an organisation that already owns a large number of vehicles.

How often will you use the vehicle? *

What will you use the vehicle for? (approx. 200 words) *

How will you cover the costs of running the vehicle? (approx. 150 words) *

EQUIPMENT PROJECTS

You will only be required to answer this question if you are applying for an equipment project.

What type of equipment are you applying for? *

DIGITAL INFRASTRUCTURE PROJECTS

You will only be required to answer this question if you are applying for a digital infrastructure project.

When do you expect to start your capital project? *

Please tell us which system(s) you have identified or short-listed and why you have chosen this/these products. (approx. 150 words) *

If you are applying for a CRM system, please also tell us how other tools (e.g., email platforms, finance systems) will integrate with the product you have selected. If you are applying for a website upgrade/implementation what specific features/functions will this new website deliver (e.g. live chat, appointment booking, integrated donation forms, searchable service directory)?

How will this new system be implemented? (approx. 150 words) *

Please tell us who will be responsible for delivering the project (internally and if you are working with an external supplier) and how will staff/volunteers be trained to use the new system or product.

YOUR CONTACT DETAILS

First name
Last name
Email address
Telephone number
Job title/position

MARKETING AND COMMUNICATIONS

We would occasionally like to send you communications, opportunities or information about events hosted by The Foundation and/or our Trustee, The Clothworkers' Company.

If your application is successful, this includes our Annual Charities Reception (an event designed to allow our grantees to network with each other).

We are unlikely to contact you more than four times in one year and will not contact you more than five years from the date of your grant award. You can email us at foundation@clothworkers.co.uk to withdraw your consent at any time.

Please select yes or no *

SAMPLE LARGE GRANTS PROGRAMME FIRST STAGE APPLICATION FORM

Before submitting your Application Form, please read our Application Guidance Document which can be found [here](#) on our website.

Thank you for applying to The Clothworkers' Foundation's Open Grants Programme.

As an [open and trusting funder](#), we are committed to not wasting applicants' time. However, we frequently receive more applications than we are able to fund.

When demand is high, we make decisions about which eligible applications to prioritise using our Impact Framework, which can be found on our website [here](#). We prioritise:

- organisations that embed lived experience of the issues they tackle in their decision- making at all levels
- projects that make a significant change to the delivery, reach or sustainability of an organisation

We use a two-stage application process for our Large Grants Programme, which consists of a First Stage Application Form, followed by a Full Application. We make the majority of our decisions on who and what to fund at this First Stage.

We will keep you informed of the progress of your application. We expect to make decisions on First Stage Application Forms within 6 weeks.

ELIGIBILITY CHECKS

To be eligible to apply to our Large Grants Programme your organisation must:

- be a registered charity, Community Interest Organisations (CIO), Community Interest Company (limited by guarantee without share capital), exempt charity or a special school
- have an income of £10 million or less
- be applying for a grant of more than £15,000
- be applying for a capital project (equipment, a building project, or a vehicle)
- over 50% of your users fall within one or more of our programme areas

If this is not the case, your organisation may not be eligible to apply.

Please refer to our Application Guidance Document before continuing.

YOUR ORGANISATION

Organisation name *

Other names
If your organisation is known by any other name(s) (e.g. working names or old names) please provide details below.

Organisation address *

Organisation website

Type of organisation *

How is your organisation constituted? (approx. 25 words) *

Charity Commission number (if applicable)
Please leave blank if you do not have a Charity Commission number

Company number (if applicable)
Please leave blank if you do not have a Companies House number

What year was your organisation established? *

What was your organisation's annual income for the most recent accounting year? *

Which yearend do these figures relate to? *

Is your organisation affiliated with a particular religion? *
The Clothworkers' Foundation does not fund capital projects linked to services that actively seek to proselytise or promote any religion. We turn down a large number of applications each year for this reason. However, an applicant organisation can have a faith ethos or affiliation.

Please provide further information. (approx. 150 words). *
Please include what religion your organisation is affiliated with, the role faith has in the activities you deliver and those linked to the capital project and whether employees and/or trustees are required to be of that religion.

Is your organisation a Living Wage accredited employer? *
We are committed to being a Living Wage Funder. If you are not currently a Living Wage Employer and your application is successful, we will discuss with you how we can help you to become one.

How did you hear about The Clothworker's Foundation? Please select from one of the options below. *

LIVED EXPERIENCE

We prioritise organisations that fully integrate people with lived experience of the issue they address at all levels of their organisation.

We define lived experience as the knowledge and understanding gained by people with direct experience of a particular issue. While everyone has 'lived experience', the term was coined to address the fact that organisations tackling societal issues may not involve people who have actually experienced that issue.

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We also know that some organisations have built lived experience into their organisations at certain levels. If this is your organisation, there is space for you to tell us what you have achieved in this area as well as any particular challenges you face in integrating lived experience in your work.

Please refer to our Application Guidance Document and our Impact Framework on our website if you require any further information.

Which programme area(s) does the work of your organisation fall under? *

To be eligible for funding, at least 50% of your users must fall within one or more of our 10 programme areas. Please only select more than one category if you feel that a significant amount of your work falls under more than one programme area. We also understand that many organisations are experts in one field, and there is no funding advantage in selecting more than one programme area. Further down this page you will be asked how the people your organisation serves are involved in the running of your organisation, so please select your programme area(s) that reflect the work you do.

Please describe the community/group of people you support in your own words? (approx. 10 words) *

For example, the LGBTQ+ community', 'young people with mental health issues' ,'the Somali community'

Briefly summarise the work of your organisation. (approx. 200 words) *

Please tell us about the aims and purpose of your organisation and the range of day-to-day services/activities provided. Please include details of how over 50% of your organisation's users fall within the programme area(s) you have chosen. Please also tell us here about the number of users.

Lived experience of your leadership and staff/volunteers

We want to understand who holds the power and who makes the decisions in your organisation.

We ask questions about leadership, and about staff/volunteers.

We recognise three types of lived experience in the organisations that we fund:

1. people with direct lived experience - an individual whom, due to characteristics, or life events, has experienced discrimination, marginalisation and/or hardship.
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3. people with professional expertise - deep knowledge and experience gained over the long-term by working within a system which (currently) drives marginalisation or poor outcomes, which has given them the insight to draw on about how to change these systems. For example, social workers, healthcare professionals or youth worker.

We believe there is a **particular value in direct lived experience** and are particularly interested in hearing about this in your organisation. However we are also interested to hear about the indirect lived experience in your organisation.

Below we ask you to provide numerical data on the makeup of your leadership and staff/volunteers alongside a free text box to explain in your own words what lived experience (both direct and indirect) looks like in your organisation.

Using the definition of direct lived experience above, what percentage of your organisation's key decision- makers (Trustees or equivalent) and senior staff have direct lived experience of the issue(s) users face? *
Please do not include people with indirect lived experience or learned or professional expertise in your answer.

Please tell us more about the lived experience of the leadership of your organisation. (approx. 250 words) *
We understand that for some organisations lived experience is deeply embedded and for others that may be a work in progress, or there are specific barriers to achieving this. In this box you can tell us what lived experience looks like in your organisation's leadership. You can also tell us here about indirect lived experience and relevant professional expertise in your organisation's leadership. At the end of this section you can also upload any existing documents, if you have them, about how lived experience is embedded or being integrated, into your leadership.

Using the definition of direct lived experience above, what percentage of your staff and/or volunteers have lived experience of the issue(s) users face? *
Please do not include people with indirect lived experience or learned or professional expertise in your answer.

Please tell us what lived experience looks like in your organisation amongst your staff and/or volunteers. (approx. 250 words) *

This may include information about how people with lived experience are recruited or supported, and how they progress. You can also tell us here about any indirect lived experience and relevant professional expertise in your organisation's staff and/or volunteers. At the end of this section you can also upload any existing documents, if you have them, about lived experience in your workforce.

Engagement with users

As well as the leadership of your organisation, we want to understand how the people you serve can inform and influence your organisation.

We recognise that engagement with users can be seen as a spectrum, or a ladder, from light touch to fully embedded. Engagement can be via informal channels or more formal methods. Please use the space below to tell us how the views of users inform your work. For example, through specific projects or programmes or by participating in workshops or forums, or by sitting on advisory groups or panels. Please also tell us what support (if relevant) is provided to users engaging in your work.

How are users involved in your organisation? (approx. 250 words) *

Optional supporting documents

Feel free to share any **existing** documents you may have that will help us to better understand what lived experience looks like in your organisation.

This could include, how you recruit board or staff members or any strategy documents that include your approach to lived experience or user-led work.

This is an **optional** field, so please only upload documents if you already have them.

YOUR PROJECT

This section refers to the capital project you are asking us to fund e.g. a building purchase or renovation, the purchase of a vehicle or equipment or the upgrade of digital infrastructure.

We prioritise projects that will bring about significant change to an organisation. By significant change we mean projects that will allow your organisation to reach more people, change the type of work you do in a big way, or allow you to generate much more income (or save on existing expenditure) to support your work.

Projects that do not bring about significant change but are about improving or maintaining your physical assets remain eligible, but are less likely to be prioritised for funding.

Your project plan should be well developed at the time of application. We cannot consider applications that are at conceptual stage.

Please refer to our Application Guidance Document and Impact Framework on our website for further information.

What type of project are you applying for? *

If your project falls under more than one category, please choose the one that the majority of the costs fall under.

How many vehicles does your organisation already own? *(You will only be asked this question if you are applying for a vehicle)*

Please note that we are unlikely to fund the total costs of a new vehicle or award funding to an organisation that already owns a large number of vehicles.

What is the title of your project? (approx. 20 words)

For example, the refurbishment of our office space, the purchase of a new minibus, the purchase of new IT equipment or the upgrade of our website.

Please describe the project that you would like us to support. (approx. 250 words) *

Please describe the difference you expect your capital project to make. (approx. 250 words) *

What is the total cost of your project? *

How much do you have left to raise? *

YOUR CONTACT DETAILS
First name
Last name
Email address
Telephone number
Job title/position

MARKETING AND COMMUNICATIONS

We would occasionally like to send you communications, opportunities or information about events hosted by The Foundation and/or our Trustee, The Clothworkers' Company.

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We are unlikely to contact you more than four times in one year and will not contact you more than five years from the date of your grant award. You can email us at foundation@clothworkers.co.uk to withdraw your consent at any time.

Please select yes or no *

SAMPLE LARGE GRANTS PROGRAMME STAGE TWO (FULL) APPLICATION FORM

INTRODUCTION

Before submitting your Application Form, please read our Application Guidance Document which can be found [here](#) on our website.

Thank you for applying to The Clothworkers' Foundation's Open Grants Programme.

As an [open and trusting funder,](#) we are committed to not wasting applicants' time. However, we frequently receive more applications than we are able to fund.

When demand is high, we make decisions about which eligible applications to prioritise using our Impact Framework, which can be found on our website [here](#). We prioritise:

- organisations that embed lived experience of the issues they tackle in their decision- making at all levels
- projects that make a significant change to the delivery, reach or sustainability of an organisation

We use a two-stage application process for our Large Grants Programme, which consists of a First Stage Application Form, followed by a Full Application. We make the majority of our decisions on who and what to fund at this First Stage.

Once you have been invited to submit a Full Application, you have 4 months to submit your form.

We will keep you informed of the progress of your application. We expect to make decisions on Full Applications within 6 months.

ELIGIBILITY CHECKS

To be eligible to apply to our Large Grants Programme your organisation must:

- be a registered charity, Community Interest Organisations (CIO), Community Interest Company (limited by guarantee without share capital), exempt charity or a special school
- have an income of £10 million or less
- be applying for a grant of more than £15,000
- be applying for a capital project (equipment, a building project, or a vehicle)
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Is your organisation a Living Wage accredited employer? *

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How did you hear about The Clothworker's Foundation? Please select from one of the options below. *

YOUR ORGANISATION'S FINANCES

What was your organisation's annual income for the most recent accounting year? *

What was your organisation's annual expenditure for the most recent accounting year? *

Surplus/deficit * (This field will be automatically filled in)

Which yearend do these figures relate to? *

What is your organisation's financial position? (approx. 200 words) *

Your answer should cover past performance and also your current performance which might include reference to your most recent management accounts.

Is your organisation experiencing or expecting any financial difficulties? Please tell us here if your organisation has recently reported an operating deficit or is likely to this year (approx. 200 words). *

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Please attach your most recently published annual accounts. If you do not have a set of accounts, please upload a record of income and expenditure for the last year, or if you have not been operating for a year, since the organisation was established.

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We also know that some organisations have built lived experience into their organisations at certain levels. If this is your organisation, there is space for you to tell us what you have achieved in this area as well as any particular challenges you face in integrating lived experience in your work.

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Please describe the community/group of people you support in your own words? (approx. 10 words) *

For example, 'the LGBTQ+ community', 'young people with mental health issues', 'the Somali community'

Briefly summarise the work of your organisation. (approx. 200 words) *

Please tell us about the aims and purpose of your organisation and the range of day-to-day services/activities provided. Please include details of how over 50% of your organisation's users fall within the programme area(s) you have chosen. Please also tell us here about the number of users.

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Please tell us more about the lived experience of the leadership of your organisation. (approx. 250 words) *

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Using the definition of direct lived experience above, what percentage of your staff and/or volunteers have lived experience of the issue(s) users face? *

Please do not include people with indirect lived experience or learned or professional expertise in your answer.

Please tell us what lived experience looks like in your organisation amongst your staff and/or volunteers. (approx. 250 words) *

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As well as the leadership of your organisation, we want to understand how the people you serve can inform and influence your organisation.

We recognise that engagement with users can be seen as a spectrum, or a ladder, from light touch to fully embedded. Engagement can be via informal channels or through more formal methods. Please use the space below to tell us how the views of users inform your work. For example, through specific projects or programmes or by participating in workshops or forums, or by sitting on advisory groups or panels. Please also tell us what support (if relevant) is provided to users engaging in your work.

How are users involved in your organisation? (approx. 250 words) *

Optional supporting documents
Feel free to share any **existing** documents you may have that will help us to better understand what lived experience looks like in your organisation.

This could include, how you recruit board or staff members or any strategy documents that include your approach to lived experience or user-led work.

This is an **optional** field, so please only upload documents if you already have them.

YOUR PROJECT

This section refers to the capital project you are asking us to fund e.g. a building purchase or renovation, the purchase of a vehicle or equipment or the upgrade of digital infrastructure.

We prioritise projects that will bring about significant change to an organisation. By significant change we mean projects that will allow your organisation to reach more people, change the type of work you do in a big way, or allow you to generate much more income (or save on existing expenditure) to support your work.

Projects that do not bring about significant change but are about improving or maintaining your physical assets remain eligible, but are less likely to be prioritised for funding.

Your project plan should be well developed at the time of application. We cannot consider applications that are at conceptual stage.

Please refer to our Application Guidance Document and Impact Framework on our website for further information.

What type of project are you applying for? *
If your project falls under more than one category, please choose the one that the majority of the costs fall under.

What is the title of your project? (approx. 20 words) *
For example, the refurbishment of our office space, the purchase of a new minibus, the purchase of new IT equipment or the upgrade of our website.

Please describe the project that you would like us to support. (approx. 250 words) *

Please describe the difference you expect your capital project to make. (approx. 250 words) *

Are there any important factors that could affect the success or timeline of the project? (approx. 200 words) *

What is the total cost of your project? *

How much do you have left to raise? *

Please upload your project budget. We cannot assess your application without this information. *

Fundraising

Tell us here about your fundraising for this capital project. Please provide a list of all the funds already **confirmed** for the capital project (including loans, grants, pledges and any funds committed by your organisation), including any conditions on grants and loans. Please do not include in-kind contributions.

Please also tell us about pending applications and how you will meet ongoing (revenue) costs once the capital project is completed.

Describe your fundraising strategy/approach to the capital project. (approx. 200 words) *

How will you fund ongoing (revenue) costs once the capital project is complete? (approx. 200 words) *

For example, if the capital project will allow you to increase services, or introduce a new service, how will these costs be met? If you are applying for a digital infrastructure project, how will you cover ongoing costs (such as technical support, licences, upgrades, domain renewal, security patches, content updates).

Please list any outstanding applications. (approx. 100 words) *

Are you waiting to hear back from funders you have contacted in regards to this specific project? Please list the name of the potential funder, the amount requested and estimated decision date. Please list all the funds already **confirmed** for the capital project (including loans, grants, pledges and any funds committed by your organisation). Please include conditions on grants and loan but do not include in-kind contributions in this section.

Source 1
Amount 1
Date awarded and conditions 1

Source 2
Amount 2
Date awarded and conditions 2

Source 3
Amount 3
Date awarded and conditions 3

Source 4
Amount 4
Date awarded and conditions 4

Source 5

Amount 5

Date awarded and conditions 5

Source 6

Amount 6

Date awarded and conditions 6

Source 7

Amount 7

Date awarded and conditions 7

Source 8

Amount 8

Date awarded and conditions 8

Source 9

Amount 9

Date awarded and conditions 9

Source 10

Amount 10

Date awarded and conditions 10

Total Funds Raised

BUILDING PROJECTS

You will only be required to answer these questions if you are applying for a building project.

Does your organisation own the building/land where the project will take place? *

If your organisation does not own the building/land, who does? (approx. 25 words) *

Does your organisation have a lease? *

What year will your lease expire? *

How long is your lease (in years)? *

You may use the box below to provide any further information on your lease. (approx. 150 words)

Project timeframe

When do you expect to start your capital project? *

How long will the capital part of your project take? (approx. 150 words) *

If it has already started, when did it start and how is it being funded?

Will your project be phased? *

Which phase are you asking us to fund? (approx. 50 words)

You may use this box to provide further information about your project's phases. (approx. 150 words)

Planning permission

What is the planning permission status of the project? *

If relevant, please provide further information on the planning permission requirements. (approx. 150 words)

VEHICLE PROJECTS

You will only be required to answer these questions if you are applying for a vehicle.

How many vehicles does your organisation already own? *

Please note that we are unlikely to fund the total costs of a new vehicle or award funding to an organisation that already owns a large number of vehicles.

How often will you use the vehicle? *

What will you use the vehicle for? (approx. 200 words) *

DIGITAL INFRASTRUCTURE PROJECTS

You will only be required to answer this question if you are applying for a digital infrastructure project.

Please refer to our Digital Infrastructure Guidance Document before completing this section.

When do you expect to start your digital infrastructure project? *

Please tell us which system(s) you have identified or short-listed and why you have chosen this/these products. (approx. 150 words) *

If you are applying for a CRM system, please also tell us how other tools (e.g., email platforms, finance systems) will integrate with the product you have selected. If you are applying for a website upgrade/implementation what specific features/functions will this new

website deliver (e.g. live chat, appointment booking, integrated donation forms, searchable service directory)?

How will this new system be implemented? (approx. 150 words) *

Please tell us who will be responsible for delivering the project (internally and if you are working with an external supplier) and how will staff/volunteers be trained to use the new system or product.

YOUR CONTACT DETAILS

First name

Last name

Email address

Telephone number

Job title/position

MARKETING AND COMMUNICATIONS

We would occasionally like to send you communications, opportunities or information about events hosted by The Foundation and/or our Trustee, The Clothworkers' Company.

If your application is successful, this includes our Annual Charities Reception (an event designed to allow our grantees to network with each other).

We are unlikely to contact you more than four times in one year and will not contact you more than five years from the date of your grant award. You can email us at foundation@clothworkers.co.uk to withdraw your consent at any time.

Please select yes or no *

SAMPLE DIVERSITY, EQUITY AND INCLUSION DATA

What is Diversity, Equity and Inclusion?

'Diversity' is about including various differences between people in a given setting. These differences include:

- Race and ethnicity
- Faith
- sexual orientation
- disability
- age
- sex and gender

'Equity' is about fairness and requires more than treating people in the same way. This is because if we treat everyone in the same way, funding programmes will not necessarily reach people in an equal way. For us, it means each individual, based on who they are and where they want to go, enjoying the conditions necessary to thrive without being held back by structural injustices.

'Inclusion' is about helping people feel valued. It's also about making sure they can take part in decision-making processes.

The data we are collecting in this form is based on the DEI Data Standard. The DEI Data Standard has been produced by the DEI Data Group, an independent working group of foundations and funders committed to capturing DEI data. You can find out more about the group and the standard [here](#).

Why are we asking these questions?

Diversity, Equity and Inclusion is an essential part of furthering our mission to support marginalised and disadvantaged people and communities. An important part of this is understanding our applicants and grantees better and ensuring that our funding is reaching those people most in need.

How will we use this data?

We will use the data you provide to shape our funding so that it is fairer. We are committed to identifying and addressing any imbalances in our funding portfolio towards any particular types of organisation or groups of people.

We will not use the data that you provide to make a decision on your application. There is no judgment or preference for particular responses. If you do not wish to give us this information or are unable to do so, please select the relevant option.

If you are successful in being awarded a grant then the responses you provide in this section may be included in data published about our grants to support our transparency and accountability on our grantmaking.

If you are not successful in being awarded a grant, we will not publish any information that relates solely to your organisation. If you would like to opt out of your data being published, you will be able to do so at the end of this form.

Feedback

Collecting DEI data is a new area for us. We want to ensure that any data we collect is useful. We welcome any feedback on our approach and the language we have used. If you would like to get in touch, please email us: foundation@clothworkers.co.uk

DEI: YOUR ORGANISATION'S MISSION OR PURPOSE

We are interested in learning more about why your organisation was set up, and who you have been set up to work with and support.

We will not use the answers you provide to make a decision on your application.

Please tell us if there a specific community/group that your organisation is dedicated to serving that commonly or historically experience structural inequity.

This means that they are referenced specifically in the **governing documents, strategy or public facing materials of your organisation**.

Please select from the following categories the group(s) of people your organisation has been set up to work with. You may select from multiple categories to reflect the focus of your organisation. Please answer 'no' to the categories that do not apply to your organisation and there is always a 'prefer not to say' option.

- Communities experiencing ethnic or racial inequity, discrimination or inequality
- Disabled People
- Economically or educationally disadvantaged people
- Faith communities
- LGBTQ+ people
- Migrant communities
- Older people (60 and over)
- Women and girls
- Young people (25 and under)

Is your organisation dedicated to serving other specific groups that have not been already included? *

Other specific groups include care experienced young people, carers, people recovering from alcohol addiction, sex workers, people whose first language is not English or who have problems reading, men and boys. NOTE: If you are working in Wales with Welsh language speaking communities and individuals, please use this category to indicate this. Your organisation also may be dedicated to serving a specific geographic area.

Please provide further details of the other specific groups that you support here. *

DEI: LEADERSHIP OF YOUR ORGANISATION

We would like to know more about the leadership of the organisations that apply to us and how it relates to the mission of the organisation. By leadership, we mean the people on your Board of Trustees (or equivalent) and your senior staff.

For example, if you have 12 Trustees and senior staff members and 3 of these are women, then 25% of the people who lead or make key decisions in your organisation are women so you would select the 1-25% option. If you need help calculating the percentages, please use this tool here: https://percentagecalculator.net

You may select from multiple categories to reflect the makeup of your leadership, for example 26-50% could be women and girls, and 1-25% could be Disabled People.

If you do not collect this data or are not in a position to share this information, please let us know.

Does the leadership of your organisation self-identify with the same group(s) you selected in the previous section about your organisation's mission or purpose? *

What percentage of your organisation's leadership (Board of Trustees or equivalent and your senior staff) self-identifies in the following ways:

Communities experiencing ethnic or racial inequity, discrimination or inequality

0%
1–25%
26–50%
51–75%
76–100%
Prefer not to say
We do not collect this data
We are unable to share this information

Disabled People
0%
1–25%
26–50%
51–75%
76–100%
Prefer not to say
We do not collect this data
We are unable to share this information

People who are economically or educationally disadvantaged
0%
1–25%
26–50%

51–75%

76–100%

Prefer not to say

We do not collect this data

We are unable to share this information

Faith communities

0%

1–25%

26–50%

51–75%

76–100%

Prefer not to say

We do not collect this data

We are unable to share this information

LGBTQ+ people

0%

1–25%

26–50%

51–75%

76–100%

Prefer not to say

We do not collect this data

We are unable to share this information

Migrant communities

0%

1–25%

26–50%

51–75%

76–100%

Prefer not to say

We do not collect this data

We are unable to share this information

Older people (60 and over)

0%

1–25%

26–50%

51–75%

76–100%

Prefer not to say

We do not collect this data

We are unable to share this information

Women and girls

0%

1–25%
26–50%
51–75%
76–100%
Prefer not to say
We do not collect this data
We are unable to share this information

Young people (25 and under)
0%
1–25%
26–50%
51–75%
76–100%
Prefer not to say
We do not collect this data
We are unable to share this information

Does any of your leadership team self-identify with any other specific groups that have not been already included above? Please provide details here.

Other specific groups include care experienced young people, carers, people recovering from alcohol addiction, sex workers, people whose first language is not English or who have problems reading, men and boys. NOTE: If you are working in Wales with Welsh language speaking communities and individuals, please use this category to indicate this.

PUBLISHING YOUR DATA

If you would like to opt out of your data being published, please check the box below.

Do you feel that the information provided in this section about the people you support or your leadership may disclose sensitive information that should not be shared externally (e.g. information about identifiable individuals)? *

Please describe how here. *

PROJECT BUDGET TEMPLATES

The following pages include templates of budgets for different capital projects that you may wish to review before submitting your own.

These are examples to help you understand the level of detail we may expect in a project budget if one is requested as part of your application.

Summary Construction Budget

Item	X Building
Substructures	453,750.00
External walls	377,700.00
Roofs	406,010.00
Windows/external doors	402,400.00
Internal walls/partitions/doors	133,950.00
Internal doors	51,550.00
Wall finishes	170,720.00
Ceiling finishes	87,600.00
Floor finishes	96,650.00
Fixed Furniture & Fittings	11,140.00
Sanitary fittings	15,700.00
Disposal installations	129,750.00
Water installations	67,600.00
Heating/air treatment	260,000.00
Ventilation installation	27,000.00
Electrical installations	236,600.00
Kitchen	91,500.00
Lift	N/A
Protective communications/ special installations	70,650.00
Builders' work	28,400.00
Courtyard	28,000.00
Play Area	20,000.00
Path	7,000.00
New access roads	127,000.00
Parking	3,800.00
Landscaping	5,000.00
Sub-total	**3,309,470.00**
Preliminaries @ 12.5%	413,684.00
Contingency @ 3%	111,695.00
Inflation @ 10% to April 2018	383,485.00
Total	**4,218,334.00**

A1:C27B1 **Refurbishment Project Template**

Internal Wetroom Improvements	
Item	**Cost**
Architect Design Fees	£ 3,000
Bathroom Alterations	£ 15,000
2 x Ceiling Track Hoists	£ 6,000
Flooring	£ 4,000
Fixtures and Fittings	£ 2,000
Total:	*£ 30,000*

Sensory Room Installation	
Item	**Cost**
Garden Room - Basic	£ 10,000
Garden Room - base, construction and services	£ 7,000
Flooring (Blue Butterfly)	£ 7,000
Bean bags	£ 500
Sensory Room fit out (Wanderlaust installation)	£ 60,000
Sensory toys	£ 300
Ceiling track hoist	£ 3,000
Total:	*£ 87,800*

Additional Equipment	
Item	**Cost**
Ceiling Track Hoists for bedrooms	£ 12,000
Total:	*£ 12,000*

IT AND DIGITAL FACILITY, RESOURCES AND SUPPORT PROJECT

Budget Breakdown

Description	Amount (Incl VAT) (£)	Total Amount Due (£)
10 x High Quality Laptops. (Inc One 2in1) 8 Gb RAM 1TB Hard Drive, DVD RW Windows Ten, Anti-Virus.	4150.00	
1 x Franken portable screen X-Tra 135x180mm	202.80	
1 x DLP 2800 ANSI Projector	470.00	
1 x High Quality Colour WIFI Printer/Scanner	580.00	
1 x 32" LED TV's + DVD	419.00	
1 x Camcorder Panasonic AG-AC30	1406.00	
2x camera cannon D750	1198.00	
10 Real space office chairs basic tilt	719.90	
5 x Nice day Rectangular Meeting Room Table 1600 mm Beech	479.95	
		9626.00

Based on prices supplied by:

- **Viking Direct**
- **PC World**
- **Amazon**

EXAMPLE OF A TABLE TEMPLATE - FOR GUIDANCE ONLY

Item(s)	Supplier	Quantity	Cost	Total Cost	Source	Expected date of purchase
Laptop	Dell	1	£0.50	£0.50	www.weblink.example.co.uk (direct link to item)	[When you want to purchase]
keyboard	Argos	2	£5.00	£10.00	www.weblink.example.co.uk (direct link to item)	[When you want to purchase]
filing cabinet	Ikea	3	£1.00	£3.00	www.weblink.example.co.uk (direct link to item)	[When you want to purchase]
sensory mat	Sensory Org	4	£100.00	£400.00	Invoice from supplier /www.weblink.example.co.uk (direct link to item)	[When you want to purchase]
telephone	BT	5	£55.00	£275	Invoice from supplier /www.weblink.example.co.uk (direct link to item)	[When you want to purchase]
Installation	XYZD Electrician	N/A	N/A	£145.00	Invoice from contractor	[Contractor confirms when they will be on site to do the works via email/invoice]

Total Cost	**£833.50**

Appropriate source(s) to submit:
- web link(s)
- quotation(s) - invoice and/or email from supplier/contractor

NOTE: Please ensure all invoices/web links corresponds with each item listed. This will make it clear and easy to follow and therefore, will speed up the process to draw down the grant.

Budget: Vehicle Purchase	
Van Purchase	17,075
VAT	3,415
Signage	600
Total	**21,090**

Based on quote from 123vehicles, North London,