Buckinghamshire Community Fund Application form EXAMPLE

Please note, this is an example form only. Submission will be required through the online portal.

*All required questions are marked with a red star.

Organisation and contact details

1. Organisation Name *
2. Legal name (if different from above)
3. Registered Charity Number
4. Registered Company Number
5. Organisation address *
6. Region in which your organisation is based *
   (Please select from the options provided – visible on the live form only)
7. Organisation website *
   character limit: 100 characters
8. General organisation email address *
   Please provide the details of the main contact for your application. This person will receive all our correspondence in relation to the application.

   If your organisation has a generic email address that multiple users can access, we recommend using this email address. This will help ensure that important requirements are not missed.

Applicant contact details

9. First Name *
10. Last Name *
11. Email address *
12. Phone number *
13. Job title /role in organisation *

SAMPLE

Your organisation

14. How is your organisation constituted? *
    a. Registered Charity
    b. Exempt Charity
    c. Excepted Charity
    d. Community Interest Company (CIC)
    e. Community Interest Company limited by guarantee with an asset lock
    f. Incorporated Community Group
    g. Community Amateur Sports Group (CASC)
    h. Other

15. Please provide a brief description of your organisation, its purpose and the service it provides for communities in Buckinghamshire *
    Word limit: 100 words

16. Please describe your organisation's strengths and recent key achievements. *
    Word limit: 150 words

17. Please upload your organisation's governing document: *

    You will be able to upload files here. Maximum file size: 29MB

18. How many staff are employed by your organisation? *

19. How many volunteers support your organisation? *

20. Please upload your organisation's most recent management accounts. *
    We would like to see up to date accounts from the last quarter, if you don't have management accounts, a record of your income and expenditure will suffice.

    You will be able to upload files here. Maximum file size: 29MB

From your latest set of annual accounts, please specify the following:

21. Turnover * Please input figures only, do not include the £ sign.

22. Free reserves or savings *Please input figures only, do not include the £ sign.

SAMPLE

Your funding request

23. Please provide a one sentence summary of the activity you are requesting funding for. *
    Character limit: 250 characters

24. Please state the total amount of funding requested from the Rothschild Foundation. *
    Please input figures only, do not include the £ sign.

25. Grant timescale * (In whole months)

Please enter the start and end date of the activity.

26. Activity start date * (DD/MM/YYYY)

27. Activity end date * (DD/MM/YYYY)

Your activity

28. Please provide a brief description of your main activity and what you aim to achieve *
    Please include who you are helping, how you are helping them and how many people may benefit.
    Word limit: 500 words

29. What evidence do you have of the need for your activity? *
    Please let us know the source of your evidence
    Word limit: 250 words

    Evidence can come from a combination of sources, such as local or national research, data and surveys, conversation and consultation with the people you work with, gaps in provision or waiting lists. You can find data for evidence here: Bucks Data Exchange

30. How do you interact or work with other groups or organisations with shared interests? *
    Word limit: 250 words

31. What will success s look like for you and your community and how will you measure it? *
    Measuring success can include demonstrating the difference your activity makes (outcomes i.e. the changes, benefits, learning or other effects) and how it does this (outputs i.e. activities, services, or facilities.)
    Word limit: 250 words

SAMPLE

The geographical location of your beneficiaries

32. Please identify the Buckinghamshire Wards where the majority of your beneficiaries will be based for the funded activity. *
    Please select up to five.
    Select a 'County-wide' if beneficiaries are across the whole of Buckinghamshire.
    Details of Ward boundaries can be found here.

Finance

33. Please upload a budget detailing the total cost of the proposed activity, not just the request to the RF. Please identify the elements in your funding request to the RF. If you are applying for core funding please upload your organisational budget for the year/s in which the funding will be used. *

You will be able to upload files here. Maximum file size: 29MB

34. Which of the following best describes your activity? *
    a. (CAPEX) Capital expenditure
    b. (CORE) Core costs
    c. (PROJECT) Project funding

35. Please list other funders approached to support this activity. Please include the amount applied for and decision dates as well as funds already secured.
    This should relate to the activity for which you are requesting funding (do not include funders of other activities or ongoing costs). It you are requesting funding for core costs please include details of all funders. Word limit: 250 words

Diversity, Equity and Inclusion (DEI) monitoring

We would like to ask some questions about the people being supported and your organisation, to help us to understand our applicants and funding better.

This information is being used to inform our own monitoring and strategy and will not be used as the basis of individual funding decisions. There is no judgment or preference for particular responses except where explicitly specified in the criteria for the Fund.

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 this may cause any issues then you will have an opportunity to prevent this data from being shared externally.

SAMPLE

DEI Section 1: What specific groups your funded activity supports or is aimed at

We want to know if the people your funded activity is supporting or aimed at shares a particular identity and/or experience(s). And if they do, we'd like to know what those shared characteristics are.

By this we mean **75% or more of the people supported or aimed at by your funded activity share a particular identity and/or experiences.** You can choose more than one in the categories below. But please note that 75% or more of the people your work supports should share these identities and/or experiences.

For example, if the people you're supporting is made up of at least 75% disabled people under 26, this would qualify as supporting a specific group: young people who identify as disabled. So, they would fall under two categories:

- 'Older or younger people' and then the sub-category 'Children and Young People (typically those aged under26)'
- 'Disabled People (All)' with no sub-category as the funded activity does not support people who identify with a specific disability.

You can find guidance on the different categories and sub-categories here. Where there are relevant sub-categories you will be asked to complete these, and where relevant open text boxes have been provided. Please note: If you select 'other' in any of the categories, you can use the 'lived experience' box to be more specific. You can also choose 'Prefer not to say'.

36. Is your funded activity aimed at specific groups of people?

    Please note that this question is used for our internal monitoring and not used for assessing the application.

    a. My funded activity is aimed at a specific group of people → to question 37
    b. My funded activity is open to everyone and is not aimed at a specific group of people → to question 45 on the leadership or your organisation
    c. Prefer not to say → to question 45 on the leadership or your organisation

37. Which of the following groups does your funded activity support or is aimed at?

    By this we mean 75% or more of the people supported or aimed at by your funded activity share a particular identity and/or experiences. You can choose more than one in the categories below. But please note that 75% or more of the people your work supports should share these identities and/or experiences. **You will be able to select from additional sub-categories in the next question.**

    a. A local community
    b. Communities experiencing racial inequality
    c. Disabled people
    d. LGBT+ people
    e. Migrants
    f. Older or younger people
    g. People who are educationally or economically disadvantaged
    h. Women and girls
    i. Lived Experience
    j. Prefer not to say

SAMPLE

38. **A local community** – Geographical a place/location (for instance, this could be a neighbourhood, town, region)
Character limit: 50 characters

39. **Communities experiencing racial inequity** - Communities that experience inequity as a result of their race or ethnic group. Ethnic group refers to the group that people self-identify with, which may be related to their national/geographical origin, skin colours, and other identities.
Choose one from the following (additional sub-categories are optional – again, you can only choose one option from these)

    a. All communities experiencing racial inequity
    b. Black/African/Caribbean/Black British
        i. African
        ii. Caribbean
        iii. Any other Black/African/Caribbean background – please specify
    c. Mixed
        i. White and Black
        ii. White and Asian
        iii. Any other Mixed / Multiple ethnic background – please specify
    d. Asian/Asian British
        i. Indian
        ii. Pakistani
        iii. Bangladeshi
        iv. Chinese
        v. Any other Asian background – please specify
    e. Other Group experiencing ethnic or racial inequity
        i. Arab
        ii. Jewish
        iii. Gypsy, Roma and Traveller Communities
        iv. Any other Ethnic group – please specify
    f. Prefer not to say

40. **Disabled people** - Self-identify as disabled, with particular impairments, which have a long-term impact on quality of life.
Choose one from the following (additional sub-categories are optional – again, you can only choose one option from these)

    a. Disabled People (All)
    b. Physical Impairment
        i. Visual impairment / partial sight / sight loss
        ii. Hard of hearing / deaf / hearing loss
        iii. Speech impairment
    c. Mental Health
    d. Cognitive differences

SAMPLE

   i. Learning disability
   ii. Learning difficulty
   iii. Neurodivergent
e. Prefer not to say

41. **LGBT+ people** - Lesbian, Gay, Bisexual and Trans + people.
Choose one from the following (additional sub-categories are optional – again, you can only choose one option from these)

a. All LGBT+ People
b. Bisexual people
   i. Bisexual men
   ii. Bisexual women
c. Gay men
d. Lesbian / Gay women
e. Transgender people
   i. Trans men
   ii. Trans women
f. Non-binary people
g. Other – please specify
h. Prefer not to say

42. **Migrants** - Groups who are first generation and/or recent migrants to the UK.
Choose one from the following:

a. Migrants
b. Asylum seekers
c. Refugees
d. Undocumented People
e. Other Migrants – please specify
f. Prefer not to say

43. **Older or younger people** – a specific age group.
Choose one from the following:

a. Older People (typically those aged 60 and over)
b. Young adults (typically those aged from 16 to 25)
c. Young people (typically those aged from 8 to 25)
d. Children and Young People (typically those aged under 26)
e. Children (those aged under 16)
f. Infants (those aged under 2)
g. Prefer not to say

44. **Lived Experience** - Lived experience that may not already be reflected in other categories and sub-categories in this form (for example: long-term unemployment, care experience, criminal justice system). Word Limit: 250 words

SAMPLE

DEI Section 2: Leadership of your Organisation

We would like to understand more about the leadership of the organisations that we are supporting. This information will help us to understand our grantees and inform our process and strategy, but will not be used for this individual funding decision. This is about the leadership of your organisation, and whether most of the people who lead or make key decisions share a particular identity or experience(s).

By this we mean: **75% or more of the Board/Management Committee AND 50% of senior staff self-identify as being from the same specific community or sharing the same identity(ies) and/or experience(s)**. You can choose more than one in the categories below. But please note that 75% or more of the people your work supports should share these identities and/or experiences.

For example, if your leadership consists of more than 75% young adults (typically young people aged 16-25) with care experience, they would fall under two categories:

- 'Older and younger people' and then the sub-category 'Young adults'
- 'Lived experience' and then specify 'care experience' in the free text box

You can find guidance on the different categories and sub-categories here. Where there are relevant sub-categories you will be asked to complete these, and where relevant open text boxes have been provided. Please note: If you select 'other' in any of the categories, you can use the 'lived experience' box to be more specific. You can also choose 'Prefer not to say'.

45. Is your organisation led by specific groups of people?

    If none of the categories apply, you can choose 'Our leadership doesn't consist of a specific group of people'. Please note that this question is used for our internal monitoring and not used for assessing the application.

    a. Our organisation is led by specific groups of people → go to question 46
    b. Our leadership does not consist of a specific group of people → go to question 54 on use of DEI data
    c. Prefer not to say → go to question 54 on use of DEI data

46. Which of the following groups is your organisation led by?

    By this we mean: 75% or more of the Board/Management Committee AND 50% of senior staff self-identify as being from the same specific community or sharing the same identity(ies) and/or experience(s). You can choose more than one in the categories below. But please note that 75% or more of the people your work supports should share these identities and/or experiences.

    a. A local community
    b. Communities experiencing racial inequality
    c. Disabled people
    d. LGBT+ people
    e. Migrants
    f. Older or younger people
    g. People who are educationally or economically disadvantaged
    h. Women and girls
    i. Lived Experience
    j. Prefer not to say

SAMPLE

47. **A local community** – Geographical - a place/location (for instance, this could be a neighbourhood, town, region)
Character limit: 250 characters

48. **Communities experiencing racial inequity** - Communities that experience inequity as a result of their race or ethnic group. Ethnic group refers to the group that people self-identify with, which may be related to their national/geographical origin, skin colours, and other identities.
Choose one from the following (additional sub-categories are optional – again, you can only choose one option from these)

    a. All communities experiencing racial inequity
    b. Black/African/Caribbean/Black British
        i. African
        ii. Caribbean
        iii. Any other Black/African/Caribbean background – please specify
    c. Mixed
        i. White and Black
        ii. White and Asian
        iii. Any other Mixed / Multiple ethnic background – please specify
    d. Asian/Asian British
        i. Indian
        ii. Pakistani
        iii. Bangladeshi
        iv. Chinese
        v. Any other Asian background – please specify
    e. Other Group experiencing ethnic or racial inequity
        i. Arab
        ii. Jewish
        iii. Gypsy, Roma and Traveller Communities
        iv. Any other Ethnic group – please specify
    f. Prefer not to say

49. **Disabled people** - Self-identify as disabled, with particular impairments, which have a long-term impact on quality of life.
Choose one from the following (additional sub-categories are optional – again, you can only choose one option from these)

    a. Disabled People (All)
    b. Physical Impairment
        iv. Visual impairment / partial sight / sight loss
        v. Hard of hearing / deaf / hearing loss
        vi. Speech impairment
    c. Mental Health
    d. Cognitive differences

SAMPLE

iv. Learning disability
v. Learning difficulty
vi. Neurodivergent

e. Prefer not to say

50. **LGBT+ people** - Lesbian, Gay, Bisexual and Trans + people.
Choose one from the following (additional sub-categories are optional – again, you can only choose one option from these)

a. All LGBT+ People
b. Bisexual people
iii. Bisexual men
iv. Bisexual women
c. Gay men
d. Lesbian / Gay women
e. Transgender people
iii. Trans men
iv. Trans women
f. Non-binary people
g. Other – please specify
h. Prefer not to say

51. **Migrants** - Groups who are first generation and/or recent migrants to the UK.
Choose one from the following:

a. Migrants
b. Asylum seekers
c. Refugees
d. Undocumented People
e. Other Migrants – please specify
f. Prefer not to say

52. **Older or younger people** – a specific age group.
Choose one from the following:

a. Older People (typically those aged 60 and over)
b. Young adults (typically those aged from 16 to 25)
c. Young people (typically those aged from 8 to 25)
d. Children and Young People (typically those aged under 26)
e. Children (those aged under 16)
f. Infants (those aged under 2)
g. Prefer not to say

53. **Lived Experience** - Lived experience that may not already be reflected in other categories and sub-categories in this form (for example: long-term unemployment, care experience, criminal justice system). Word Limit: 250 words

SAMPLE

DEI Using this information

At the beginning of the DEI monitoring section, we described the use of this data to support our own monitoring and strategy, but also for our external reporting on our grants as part of our transparency and accountability.

54. 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)? *
    a. Yes - If yes, please describe. Word limit: 250 words
    b. No

Declarations

Please confirm the following statements are true:

55. My organisation has appropriate Safeguarding Policies in place (for working with children and vulnerable adults) that are up-to-date, comply with current legislation, and can be provided to the Rothschild Foundation on request. *

56. My organisation has an appropriate Health and Safety Policy that is up to date and complies with current legislation and government guidance. *

57. My organisation has an Equality Policy that is up-to-date, complies with current legislation, and can be provided to the Rothschild Foundation on request.*

58. My organisation has a Sustainability Policy that is up-to-date. *
    You can find information on creating a Sustainability Policy here

59. I confirm that I have the authority to submit an application to the Rothschild Foundation on behalf of my organisation and that all details provided are correct to the best of my knowledge. *

Reporting Requirements

We ask all our grantees to report on their supported activity. We hope to learn and make decisions based on this information, which will help us make the best use of the Foundation's resources in future.

You can find out more about the reporting requirements for our Community fund on our website.

How we use your data

The Rothschild Foundation is committed to protecting your personal information. We collect information about you to process your grants, manage your account, and process your applications. The use of your information may involve sharing the information with employees, board members, contractors, agents and professional advisors of the Rothschild Foundation, fraud prevention agencies, and other carefully selected organisations. Further information can be found in our Privacy Policy

SAMPLE