



Focus Foundation Step by Step Guide for our Full Application Process

Organisation/Group Information

Please ensure that all details provided about your charity or organisation are accurate and up to date. This includes your full trading name and registered **charity or company number**, as well as any relevant **website links and social media handles**. These details must match what is confirmed on the Charity Commission, Scottish Charity Regulator (OSCR) or Companies House – dependant to your type of organisation.

These details form an important part of our due diligence and scoring process.

We also ask that you clearly describe what your organisation does. Be sure to include your charity's core aims and objectives, highlighting the purpose of your work and the communities or causes you support.

Please complete the section about how you heard about us. It is important we know how you heard of our services, especially if you are recommended to us by a Focus Group employee.

Please ensure that all details provided about your charity or organisation are accurate and up to date. This includes your registered charity or company number, as well as any relevant website links and social media handles.

Financial Information

Please provide the **annual income** from your latest set of accounts.

As part of our due diligence and scoring process, we will be looking more closely at these figures and need the most recent reports to be thorough. If you are yet to file accounts, please send us a breakdown of your last 12 months.

Core costs can mean different things to different people. To be clear on what we consider to be core costs, we have created a list below: These include:

- Utilities
- Rent or mortgage payments
- Administrative, Operational and Management salaries (please provide us with the total figure)
- Insurance
- Office costs

Any costs associated with the charitable activity are not deemed as core costs such as ongoing payments for professional / qualified services – councillors, therapists, healthcare professionals etc or ongoing payments for equipment to be able to provide services.

Employees & Volunteers

It is important in this section to mention anyone who supports your business.

Under Management Committee staff, please include Trustees and Patrons.

While in our application we only request your safeguarding, equal opportunities and D&I policies, please feel free to include any other policies, especially if you are dealing with vulnerable children. These policies are utilised during our due diligence process.

Primary Contact info

Please insert the details of the person making the application, if we have any questions concerning your application, this is the person we will contact. In most cases, this person will be the signatory on the grant agreement should your project be awarded funding.

Please highlight here if you are a 3rd party submitting this application.

Project Details

Details of what the funding will be used for – Please provide a clear and concise description of the project for which you are seeking funding. We want to understand:

- What the project is
- What it aims to achieve
- What problem it addresses

Your proposal should present a practical solution to a clearly identified need. We prioritise projects that are essential rather than simply beneficial, those that are a “must have” rather than a “nice to have.”

Think carefully about your organisation’s current work and select a project that is both impactful and aligned with our funding criteria. If you’d like to see examples of previously supported projects, please visit our Latest News section on our website.

To strengthen your application, we encourage you to support your case with relevant data or research. For example:

“We have seen a 25% increase in mental health issues in [specific area], supported by [source], and this project is our response to that growing need.”

Be sure to explain why your organisation is best placed to deliver this project effectively. Please avoid using acronyms, as clarity is essential in helping us fully understand your proposal.

Why the Project Is Needed

Please think about your Problem Statement.

This section is your opportunity to clearly explain the purpose of your organisation and the problem your project seeks to address.

Please include:

- What your charity does and why it exists
- The specific issue or challenge you are tackling
- Your aims and objectives
- The geographic or community areas you work in

We're particularly interested in understanding the need your work responds to, and the opportunities your organisation or partnership is uniquely positioned to pursue.

We will also review your website and online presence as part of our assessment process to better understand your mission and determine how well your work aligns with our priorities.

Impact & Reporting

Please ensure you choose the correct beneficiary option, so that it clearly describes your beneficiaries and the demographic you work with. You can tick more than one box.

The Foundation considers a direct beneficiary to be the person (s) receiving the service or benefiting from a product provided from our funding, first hand.

The Foundation considers an indirect beneficiary to be the person (s) benefiting second hand from the service or benefiting from a product provided from our funding – immediate family and /or siblings.

Demonstrating Impact

Understanding the impact of your project is a key part of our decision-making process. Please clearly outline:

- The difference your project will make
- The positive outcomes you expect to see
- How the project will benefit your target community or cause

We also ask that you provide details on how you will measure success. This includes:

- How you will collect feedback from beneficiaries or stakeholders
- What metrics or indicators you will use to assess whether the project has achieved its goals
- How you will determine if the project has delivered value for money

As a funder, our priority is to support grassroots charities that operate efficiently and make the most of every pound. We are particularly interested in projects that:

- Are delivered at the lowest possible cost
- Reach and support the greatest number of beneficiaries
- Demonstrate a clear and compelling value proposition

Cost & Grant Amount

Please note: We do not accept applications for 'part funded' projects.

All funding requests must be supported by a detailed, itemised budget that reflects the exact amount you are applying for.

For example, if you are requesting £5,000, your budget should total exactly £5,000 and relate only to the project for which you are seeking funding.

Please ensure the following:

- Line-by-line breakdown: Each expense must be clearly listed with a description and cost.
- Personnel costs: If the project involves staffing, include:
 - The hourly rate
 - The number of hours
 - The qualifications of the individual(s) involved, so we understand who will be delivering the work
- Equipment costs: If you are requesting funding for equipment, please provide and quotes or links to support the cost estimates
- Core costs: You may include up to 10% of the total request as a contribution toward core costs (e.g. rent, administrative expenses, utilities). We do not make you down for this.
- No vague items: Please do not include non-specific budget lines such as “contingency” or “miscellaneous.”

Please remember that, if successful, your grant agreement will be a formal document. The accuracy and clarity of your budget are essential.

Supporting Materials

Please provide us with any supporting materials that will help us make a decision on funding. Please attach any reports, research, case studies, videos, testimonials etc.

Focus Foundation are happy to support with this application, if you have further questions, please email: Grants@focusfoundation.org.uk

Many thanks for your time.

Follow us

 Focusfoundation  focus_foundation_UK  Focus Foundation