



Focus Foundation Step by Step Guide for our Small Grants Application Process

Organisation Data

Organisation Name

This includes your full trading name. These details must match what is confirmed on the Charity Commission, Scottish Charity Regulator (OSCR), or Companies House, depending on your type of organisation.

Charity or Company Number

This must be your registered **charity or company number**. These details must match what is confirmed on the Charity Commission, Scottish Charity Regulator (OSCR), or Companies House, depending on your type of organisation.

Where is the Organisation Located

Please be specific – town, county & postcode.

Financial Information

What is your Organisation's annual income

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.

Percentage of annual income spent on core costs

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.

Contact Person

Contact Person's Full Name / Email / Job Title

This is the individual we will contact for additional information or clarification (if you are a third party completing this form, please let us know). This individual will also be the signatory on the Grant Agreement should your project be chosen for funding, unless we are notified otherwise.

Project Overview

Project Name

Proposed Start Date

How much funding do you require

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

Project Synopsis

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.”

Please avoid using acronyms, as clarity is essential in helping us fully understand your proposal.

Beneficiaries & Outcomes

Choose your beneficiary pillar

Your charity may be aligned with more than 1 of our beneficiary pillars. Please ensure you choose the one that best suits your charity and your project.

Beneficiary Descriptions.

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.

Please describe the impact of this project

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

Please confirm how many Direct and Indirect Beneficiaries there will be

How will you evaluate your project? What measurements will you utilise?

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

Supporting Materials

Please provide us with any supporting materials for your Small Grants Application. This should include quotations, a budget or anything else you feel would support this application. Please attach any reports, research, case studies, videos, testimonials, if applicable.

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