

Guidelines for application

The full application consists of two elements:

- ① Compiling and sending an application document
- ② Sending the latest set of audited financial accounts, if available

General Guidance

- We have no application form. We just want you to tell us who you are and what you need in your own words. There is no “right” format for your application document.

- We suggest you think of your application as your pitch document – this is your chance to tell us how your organisation meets a vital need with a compelling and demonstrably effective solution. We are particularly keen to hear how your business has been impacted by the COVID19 crisis and how the funding will enable you carry on the delivery of your services.

- Please note the grants are being offered unrestricted and can be used for any purpose, including core costs. We are seeking to make grants that will have a transformational impact on organisations during this period. Your application should describe the impact that our funding would have on your organisation (please note that Winners Chapel International (WCI) will only fund salaries with an hourly rate above The Living Wage).

Guidelines for application - continued

② Guidance for application document

Organisations are requested to submit an application document. This must be no longer than three pages, and should include the following:

- A brief description of the organisation, its leadership, the work it does and why that work is compelling
- How much funding is requested and how the funding would have a transformational impact on the organisation
- A few simple targets for the organisation for the period of funding requested
- A simple summary of historic financial information and financial forecasts (maximum 3 years each). Assume for purposes of the forecasts that the organisation receives the funding it has requested from WCI-WMA and successfully realises the benefits from it that it aims to achieve. You may wish to use the table below as a model, but please adapt the headings as necessary to fit your organisation's financial records.

Suggested summary financial information table to be included in application document :

Financial Year Ending	Historic [Month]-2016	Historic [Month]-2017	Historic [Month]-2018	Forecast [Month]-2019	Forecast [Month]-2020	Forecast [Month]-2021
Unrestricted Income*						
Restricted Income*						
The Fore Grant						
Total Income						
Wages and Salaries						
All Other Expenditure						
Total Expenditure						

* **Restricted income** refers to income that can only be spent for a specific purpose. Typically this reflects restrictions placed on a grant by a donor. **Unrestricted income** refers to income that has no such limitations and can be used for any expenditure approved by the Board of Trustees.

③ Sharing latest audited accounts

For the final part of the application the latest set of audited accounts must be sent. If these are not available, leave blank.

Please email: cdc@winners-chapel.org.uk for any further questions.