

Cambridgeshire Community Foundation **ONLINE APPLICATION PROCESS**

The online application process has **TWO** stages:

Part A of the form which you submit online AND **Part B** which requires you to send accompanying documentation by post. Details of the information you are required to send in Part B is listed below, and you should make sure you have all the information ready to send to us before you submit your online application.

Part A – Complete the online submission

Based on the information provided in your expression of interest form, if we feel your organisation/project is a good fit with funds available, we will email you a link to access our online application form. The link will open a separate window. You are invited to enter your email address which will automatically send an email to you containing a link to your individual application form. You are able to enter information using the online form, save it and return to it as many times as you like before submitting. You will also be able to print a draft to share with your committee.

Once you have submitted the online application form, your application will be sent to us automatically and we can begin to process your application immediately.

Part B – Post us your accompanying information

Once you have submitted the online form you will be sent an email with a pdf attachment called **Part B** of the application form.

The attachment asks for the following information/action:

1. Your organisation's bank details to enable us to pay any grant by BACS
2. Contact details for two independent referees
3. You must sign the standard terms and conditions to show you accept the conditions if a grant is made
4. Your organisation's accounts for the most recent past two financial years
5. A copy of **ONE** bank statement from the last 3 months
6. A signed copy of your organisation's set of rules / terms of reference / constitution
7. Your Equal Opportunities Policy
8. The names and addresses of management committee members, with cheque signatories identified.
9. If you are part of a larger regional or national organisation, evidence that you operate independently
10. Three different quotes for any capital items

You should make sure you have this information ready before you submit your online application so you can send it to us promptly. We are unable to consider your application until we have received all the requested information, so delay in sending Part B of your application form will slow down the processing of your application.

Please note:

1. If you have previously applied to CCF are have sent copies of any of the items listed in Part B, then you do **not** need to send additional copies unless they have recently been updated.
2. Remember to write your return address on any package you send to us by post as we are unable to pay the surcharges applied if you fail to pay the correct postage - your return address will get your documents back to you.