

CAF RESILIENCE FUND

CAF RESILIENCE FUND APPLICATION FORM

Introduction

The CAF Resilience Fund provides targeted funding to assist charitable organisations delivering services in England to vulnerable and disadvantaged groups who have been disproportionately affected by the Covid-19 pandemic.

PLEASE NOTE, THIS DOCUMENT SHOULD NOT BE FILLED IN, BUT BE USED AS A REFERENCE POINT SO THAT YOU CAN PREPARE THE ANSWERS TO THE QUESTIONS ON THE ONLINE APPLICATION.

Tips for using this online application form

- We recommend that you click the 'save' button regularly when working on your application. Use the orange tiles at the top of this page to navigate between the pages. Do not use the 'back' and 'forward' buttons in your browser.
- Your session will time out after 120 minutes of inactivity at which point any unsaved changes will be lost (you will see a warning 10 minutes before this). We recommend clicking 'save and finish later' before you leave your computer for any period of time.
- For numeric and currency questions, such as the amount of funding you need, or how many people you will intend to reach, just use whole numbers. Do not use commas, decimal points or any other symbols or punctuation.
- It may be helpful to gather together information about your organisation's mission, activities, staff/volunteer numbers and beneficiaries before you start, along with a proof of your organisation's bank account, your organisation's governing documents and last reported financial accounts, as this will all be required.
- For many questions, you can click on the blue 'i' box for additional help and tips on answering the question.

Note for registered consortia:

This form can be used by both individual applicant organisations and those applying as a registered consortium. If you are applying as a registered consortium, please treat all questions where we refer to an "organization" as questions relating to your formally recognised group instead.

If you have any questions about the application process, please first check the [website](#).

If you have any difficulties with the online portal, please check our FAQs and guides on the website or email us at CAFResilience@cafonline.org.

Please be aware that we may not be able to respond immediately; we will do our best. Unfortunately, we will not be able to advise on your application in advance.

CONTACT DETAILS

Organisation name - this must be the same as per any registration with the Charity Commission, Companies House, etc
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also known as <i>(if different from official name)</i>		
Organisation address Road/Street City <i>or nearest city</i> Post Code		
Website <i>(Please add a link to your organisation's website, if applicable)</i>		
Social media <i>(Please add one social media link if appropriate)</i>		
Telephone number		
Email address		
How did you hear about the programme? <i>(this is a drop down menu of options)</i>		
Contact details for person completing this application <i>(This must be somebody authorised to enter into financial agreements on behalf of their organisation, e.g. a Trustee, CEO, financial controller or other senior member of staff)</i>		
Title	Your first name	Your last name
Your date of birth		
Your role within the organisation		
Your private home address		

ORGANISATION DETAILS

Note: this will vary according to your organisation type – not all fields may be applicable.

- **What is the type of your organisation?**
- **Company registration number** (if applicable)
 - *Please ensure that this number is accurate.*
- **Charity registration number** (if applicable) *Please ensure that this number is accurate.*
- **When was your organisation established?**
 - *The date must be on or before 31/08/2019. Please use an estimated date, if needed.*
- **Where in England do your organisation's activities primarily take place?**
- **What is your organisation's mission statement?**
 - *You can find this in your governing document and your activities should reflect it strongly.*
 - *(100 words)*
- **How does your organisation deliver on its mission in a normal year?**
- *What specifically does your organisation normally aim to achieve? For whom? How does it go about this.*
- *(50 words)*
- **What was the date of your last financial year end?**
- **What was your organisation's total reported income in your last financial year**
- **How much unrestricted reserves did you carry forward at the end of your last financial year?**
- **Provide an estimate of your current unrestricted reserves**
- **How have your unrestricted reserves changed in the last 6 months?**
- **What has been the main impact of the Covid-19 pandemic on your organisation so far?**
 - *What has had to change? What are your anticipated challenges up to 31st March 2021?*
 - *(150 words)*

- **Please summarise the main crisis points identified in your cashflow/operational plan for October 2020 – March 2021**
 - *You are able to upload your latest cash-flow forecast later in the application.*
 - *(50 words)*
- **Has your organisation applied for other Covid-19-related funding**
 - *If “Yes” were you successful?*
 - *If successful, briefly describe how you used or intend to use that funding.*
- **Do you currently have a CAF grant, loan or bank account?**
 - *If you're not sure, don't worry. It will just help to speed up any payments if your application is approved.*
- **Please describe any policies or measures you have in place, including the last date of any review for any policy: (20 words each)**
 - *Equal Opportunities*
 - *Safeguarding*
 - *Health and Safety*

YOUR ACTIVITIES

- **Which charitable purpose does your organisation mainly address?**
 - *(This is a drop down menu on online form)*
- **What do you do?**
 - *Please give us a 20 word summary of your organisation's activities from 1 October 2020 - 31 March 2021*
 - *(20 words)*
- **Which beneficiary groups does your organisation mainly support?**
- **Describe the specific community you support**
 - *Tell us more about people noted above. Please ensure you provide specific details to help us understand who your organisation supports.*
 - *(100 words)*
- **How much are you applying for?**
 - *This can be no more than 20% of your previous year's reported annual income and must be between £10,000 and £100,000.*
- **What would you use the grant for?**
 - *(this is a multiple tick box option on online application form)*
- **What will an emergency grant enable you to do?**
 - *Please give a short explanation of the areas this grant would support between October 2020 and March 2021.*
 - *(100 words)*
- **How many people are likely to benefit from your activities directly?**
 - *These are the people you will directly help or involve in your activities.*
- **How many people might your activities realistically reach indirectly?**
 - *E.g. family members of the people you have helped directly. Please use as reasonable an estimate as possible.*
- **What do you hope will be the impact of this grant?**
 - *What might be the main difference for your organisation and your community as a result of this grant?*
 - *(100 words)*
- **How will you keep track of any difference the grant makes to your organisation and the people you support?**
 - *Tell us what systems you use you monitor the impact you make.*
 - *(50 words)*

REPORTING ON GRANT

The grant may be used to cover costs between 1st October 2020 and 31st March 2021. Grantees will be required to submit regular expenditure reports and retain evidence to support their final reported expenditure. Grantees must be able to provide evidence of expenditure if requested by CAF. This will include (but is not limited to) receipts, invoices, payroll statements, etc.

How you will ensure expenditure takes place before 31st March 2021?

Please note that any grant not spent by 31st March 2021 or spent after this date will be recovered.

Please describe how you intend to use the grant with the item per category and provide a high-level break down of the costs in each category that is applicable to your request. Leave blank any categories that do not apply.

Please refer to the Conditions of Grant on the website for costs that cannot be supported by the grant.

Description - please provide a description	Amount
Staff salaries - Description <i>This includes National Insurance and pension contributions. This does not include any costs associated with furlough or redundancy schemes, or costs for fundraising staff</i>	
Volunteer costs	
General running costs/overheads <i>This includes utilities, rent, etc</i>	
Organisation development - Description <i>This includes any training and development costs</i>	
Activity costs	
Goods and equipment - Description <i>This does not include items which would be capitalised</i>	
Other	

SUPPORTING INFORMATION

Please see guidance on the website for the documentation and information required

DECLARATIONS

By submitting this application you understand and confirm that:

- you are able to sign and confirm commitments on behalf of this organisation
- you have provided the details of all Trustees, directors or controllers, and you understand that without this information you may not be eligible for a grant
- no controllers/directors of your organisation will receive any direct benefit from this grant
- you will use the CAF Resilience Fund to support charitable activity in England
- the information you have provided in this application is correct. This particularly relates to:
 - what your organisation does and its current financial situation
 - describing your organisation's programmes, activities and areas of operation
 - how you would use a grant to support your organisation and activities, and
 - what will you spend the money on to make it happen

- you accept the terms and conditions of the grant as published on our website
- you agree to the data listed in our Condition of Grant being shared with DCMS
- you have read and understood our privacy notice at www.cafonline.org/privacy

Different supporting information is required depending on the type of your organisation.

So that you can begin to prepare the correct information, we have indicated whether you **must** provide it (for due diligence purposes) or you **could** provide it (to strengthen your request for support).

- A. Organisations registered with the Charity Commission, or organisations registered with HMRC as an exempt charity (eg CASC)
- B. All other non-regulated organisations: Community Benefit Society, Community Interest Company, Co-operative Society, Credit Union, Social Enterprise, Company Limited by Guarantee, Company Limited by Shares, Unincorporated Association, Other organisations carrying out a charitable purpose

A: Registered charities and organisations registered with HMRC as an exempt charity (eg CASC)

You **must** upload the following documents:

- **Proof of your organisation's bank account:** a transactional bank statement is required, dated on or after 31st August 2020. Please ensure that it shows your organisation's name, bank name, sort code and account number, as well as at least 2 transactions.
- Scanned originals, downloaded bank statements, full page photos of an original or a screenshot of the online banking statement screen (which must show the account name, sort code, account number and website address bar) are acceptable. Please make sure all information is clearly legible.

Optionally, you **could** upload the following documents, to aid our assessment of your application.

- A **copy of your latest quarterly management accounts**, if available.
- A **copy of your cash flow forecast** for 1st October 2020 – 31st March 2021

All documents **must** be uploaded in PDF format only.

B: Other non-regulated organisations (see list above)

If you are **not** registered with the Charity Commission or with HMRC as an exempt charity (eg CASC), then you **must** upload the following documents:

- **Proof of your organisation's bank account:** a transactional bank statement is required, dated on or after 31st August 2020. Please ensure that it shows your organisation's name, bank name, sort code and account number, as well as at least 2 transactions. Scanned originals, downloaded bank statements, full page photos of an original or a screenshot of the online banking statement screen (which must show the account name, sort code, account number and website address bar) are acceptable. Please make sure all information is clearly legible.

- **Governing document:** this is likely to be your Memorandum and Articles of Association, Constitution, Articles of Incorporation, Byelaws, Statutes or Trust Deed. It must include a charitable dissolution clause.
- **Annual accounts:** this should be your most recent set of reported annual accounts.

All documents must be uploaded in PDF format only.

In addition, as part of the application form, you **must** provide full details of all the directors/Trustees or controllers of your organisation. This information will be used purely to check against other publicly available information as part of our due diligence process.

- full name
- date of birth
- country of residence

Optionally, you **could** upload the following documents, to aid our assessment of your application.

- A **copy of your latest quarterly management accounts**, if available.
- A **copy of your cash flow forecast** for 1st October 2020 – 31st March 2021

All documents **must** be uploaded in PDF format only.