

# JAMES COWPER KRESTON FOUNDATION

## GRANT APPLICATION GUIDANCE: WINTER 2024

### About Us

The James Cowper Kreston Foundation is a Charitable Incorporated Organisation (CIO), which registered in 2021 (Charity number: 1195694). The Foundation has been set up to help charities achieve their goals and to support our local community by awarding grant funding for specific charity projects (i.e., not the general running of the charity), which will make a positive impact. Most of the funds are obtained from donations from the James Cowper LLP Partners, however the Foundation will also run its own fundraising activities throughout the year. The Foundation aims to provide financial support to registered charities across a broad range of sectors within the Berkshire, Hampshire, London and Oxfordshire regions.

### About Our Application Process

All applicants must first complete the Eligibility Questionnaire to find out if they are eligible for the James Cowper Kreston Foundation Grant, [click here to start your application process](#).

Unfortunately, we are unable to grant funding to any Charities that have an **existing** or **recent (within the last 12 months)** relationship with James Cowper Kreston, its affiliated entities, or partners.

Applicants must be able to answer '**YES**' to **ALL** questions in the Eligibility Questionnaire to be eligible for the James Cowper Kreston Foundation Grant.

- If you are eligible, you will be directed to the next stage of the application process. At this stage you will be able to download the Grant Application Form for that specific funding round. \*
- If you are unsuccessful in our Eligibility Questionnaire, you will not be able to proceed with your application. However, we welcome you to apply for our future funding rounds if your circumstances change.

*\*Please note that the application form is unique to that specific funding round, therefore applicants will not be able to re-use the application form to apply for future funding rounds.*

Once you have downloaded the Grant Application Form, you will have until the funding round closing date to submit your application form to [grantapplications@jamescowperkrestonfoundation.co.uk](mailto:grantapplications@jamescowperkrestonfoundation.co.uk).

**All applications for the Winter 2024 funding round must be submitted by Friday 24<sup>th</sup> January 2025 (23:59 GMT).**

Our aim is to ensure all applicants will be informed as to the status of their application by the **end of March 2025**. This may be subject to review depending on the number of applications received, in which case our website will be updated accordingly.

Unfortunately, you will not be able to re-submit your application after it has been submitted. However, we are keen to help you, so please email [grantapplications@jamescowperkrestonfoundation.co.uk](mailto:grantapplications@jamescowperkrestonfoundation.co.uk) to notify us of any amendments that need to be made to your application.

If you have any questions or feedback about our application process, please do get in touch with us at [info@jamescowperkrestonfoundation.co.uk](mailto:info@jamescowperkrestonfoundation.co.uk), we would love to hear from you!

## Grant Application Form Guidance

This guidance document has been created to make your application process as easy as possible, so that we can get down to the important stuff, which is helping you fund your project.

All the questions on the application form have been detailed below, with additional guidance and explanations about the information we require, to guide you through the process.

Please also refer to our **FAQs** document, which will help you answer any questions. [Please click here for FAQs.](#)

## Eligibility Questionnaire

To find out if your organisation is eligible for the James Cowper Kreston Foundation Grant, a series of preliminary questions will be asked before you are able to continue with your application. As a reminder, you must be able to answer '**YES**' to **ALL** of these questions to meet our eligibility criteria and proceed with your application.

- i. I am applying on behalf of a charity ('The Charity') that is registered with the Charity Commission or OSCR and has been for a minimum of one year and whose documents (e.g., Trustees' Report and Financial Accounts) have been filed on time. **(YES/NO)**
- ii. I am applying for a grant towards a specific project (i.e. not the general running of the charity), which will support communities in the Berkshire, Hampshire, Oxfordshire and London\* regions. *The charity's registered address is not required to be in the above stated regions to be eligible for a grant.* **(YES/NO)**
- iii. I understand that the James Cowper Kreston Foundation awards grants of up to a maximum of £5,000. **(YES/NO)**
- iv. I confirm The Charity has not received a grant from the James Cowper Kreston Foundation within the last 12 months. **(YES/NO)**
- v. I confirm The Charity has not already applied for a grant from the James Cowper Kreston Foundation for this funding round. **(YES/NO)**
- vi. I confirm The Charity, nor its Trustees, have an existing or recent relationship (within the last 12 months) with James Cowper Kreston, its affiliated entities, or partners. **(YES/NO)**

**\*Charities applying from London will need to be within the following postcode areas in order to be eligible for funding: EC, N1, W1, WC, SW1 and SE1**

- We will **not** accept grant applications from Community Interest Companies (CICs).
- Please see below for how we define a '**specific project**'.
- We appreciate that some projects may require incremental general overhead costs to be completed, and that these will also require funding. Section 3, Question 23 seeks to understand how the general overhead costs that you are requesting funding for are incremental costs incurred specifically for the project. There needs to be a **clear distinction** from the general overhead costs that are incurred in the general operations of the Charity. See below for further details.
- You will be required to upload a copy of the Charity's latest signed financial statements (Section 6, Question 38).
- You will be given the opportunity in the application form (Section 4, Question 33) to confirm the grant amount that you are applying for, however the maximum that we will award is £5,000.
- Applicants will only be able to make one application for each funding round. However, we have lots planned for the future, so please follow us on our social media platforms to stay up to date with the latest news and information.

Please note that all questions marked mandatory (\*) **must** be answered for us to consider your application.

## Section 1 – Contact Details

1. Title \*
2. First name \*
3. Surname \*
4. Email \*
5. Telephone \*
6. Position in organisation \*

➤ *This person will be the main point of contact for your Charity's grant application.*

## Section 2 – Organisation Details

7. Full name of organisation \*
8. Street address \*
9. Town/City \*
10. County \*
11. Postcode \*
12. Organisation's website \*
13. Charity registration number \*
14. Year-end date of latest available financial statements \*
15. Full Name of Trustee 1 (Must be a bank signatory) \*
16. Full Name of Trustee 2 (Bank signatory is preferable) \*
17. Brief summary of your organisation (aims, activities, key developments etc.) \* *(maximum 200 words)*
18. Brief summary of your organisation's current funding sources \* *(maximum 200 words)*

➤ *For us to perform our due diligence procedures, we require the names of two trustees of the Charity. The first must be a bank signatory and it is preferable for the second to also be a bank signatory, however this is not mandatory.*

## Section 3 – Project Details

19. Project title \*
20. Brief summary of the project and its impact \* *(maximum 200 words)*
21. Please explain how you will use the James Cowper Kreston Foundation Grant funding for this project \* *(maximum 200 words)*
22. Please confirm that all funding for staff, administration, and running costs, will be used specifically for this project and these costs would not be required if the project did not happen: \* *(Reminder, general overhead costs [E.g., salaries, rent etc.] only qualify for funding when they are incremental costs related to a specific project.) (Options: Yes / No / Not Applicable)*
23. If applicable, please briefly explain how these general overhead costs are incremental costs related to this specific project:  
[E.g., the salary for a new member of staff who has been recruited specifically for the purposes of the project, the rent for a new venue used for the purposes of the project etc.] *(maximum 200 words)*
24. Please state the location(s) at which your project will be taking place: \* *(Reminder, this must be within Oxfordshire, Berkshire, Hampshire or London specific regions to qualify for funding)*

25. Please state the needs/issues within this area that the project aims to address and explain how this will be achieved \* *(maximum 300 words)*
26. Please state who the beneficiaries of this project are \*
27. Please state approximately how many people will benefit from the project \*
28. Please list the key outcomes that you aim to achieve from this project and how you plan to monitor and evaluate these outcomes \* *(maximum 200 words)*
29. Please explain why your charity is well placed and qualified to deliver this work \* *(maximum 200 words)*

- *The James Cowper Kreston Foundation is only granting funds to Charities whose specific projects are based in the Berkshire, Hampshire, Oxfordshire and London\* regions, regardless of the Charity's registered address.*
- *Your 'specific project' can either be a new project, an existing project, or even an extension of your charitable activities. As long as the project will benefit your beneficiaries, we will consider it.*
  - *For example, providing the charity's services to an additional known number of beneficiaries would be considered a specific project.*
- *The James Cowper Kreston Foundation will only fund general overhead costs when they are **incremental** costs related to a **specific** project. We will not fund general overhead costs if they are incurred in the general running and operating of the Charity. For the avoidance of doubt, existing overheads of the Charity are not eligible for funding if not incrementally incurred for a specific project. Section 3, Question 22 will give you the opportunity to make this distinction clear to us.*
- *Some examples of general overhead costs that the James Cowper Kreston Foundation will not consider funding, unless it can be clearly justified that the costs are incremental and specific to a project, include but are not limited to: -*
  - *Salary costs;*
  - *Utilities costs;*
  - *Rent and other premises costs;*
  - *Staff training costs;*
  - *Fundraising and events costs;*
  - *Advertising, promotion, or marketing costs;*
  - *Costs incurred in the ongoing delivery of the charity's activities.*
- *We are excited to be **helping** Charities achieve their goals, **supporting** our local communities, and **connecting** with our local communities and Charities. Therefore, we are interested in **following the success of your project** and seeing the **positive impact** that it has on our local community*

*\*Charities applying from London will need to be within the following postcode areas in order to be eligible for funding: EC, N1, W1, WC, SW1 and SE1*

## Section 4 – Project Finances

30. Please state the total project cost \*
31. Please state the total amount of funds already raised for this project to date \*
32. Please provide details of all grants received from Government bodies and/or other charitable foundations for this project (if applicable)
33. Confirmation of grant amount being requested (maximum £5,000) \*
34. Please provide a detailed breakdown of the anticipated project costs that this grant would cover: \*

- *In addition to Question 34 which is mandatory, you will also be given the opportunity (Section 6, Question 39) to provide a copy of the project budget. We would encourage this to be provided if possible, however this is not mandatory, and your application will still be considered.*

## Section 5 – Other

35. Please provide any further information that you would like to share with us to support your grant application
36. Where did you hear about the James Cowper Kreston Foundation \* (*Options: Facebook / Twitter / Instagram / Local News / JCK / Search Engine / Word of Mouth / Other (If other, please state below)*)
37. We would be grateful to receive your feedback to help us improve our grant application process

## Section 6 – Attachments

38. Copy of the Charity's latest signed financial statements \*
39. Copy of the project budget (*Optional*)
40. Any other published materials that would support your grant application (*Optional*)

- *The information requested in Question 38 is required to enable us to perform our internal due diligence procedures before we can grant any funds.*
- *Please submit all attachments on the same email as the Grant Application Form to help us process your application.*

We look forward to receiving your application soon!

Please email all James Cowper Kreston Foundation Grant Applications to  
[grantapplications@jamescowperkrestonfoundation.co.uk](mailto:grantapplications@jamescowperkrestonfoundation.co.uk)

Please email us at [info@jamescowperkrestonfoundation.co.uk](mailto:info@jamescowperkrestonfoundation.co.uk) for any  
general enquires, questions, or feedback!

APPLICATIONS FOR THE WINTER 2024 FUNDING ROUND MUST BE SUBMITTED BY

**FRIDAY 24<sup>TH</sup> JANUARY 2025 (23:59 GMT)**

**JAMESCOWPERKRESTON**  
F O U N D A T I O N