



FREQUENTLY ASKED QUESTIONS

We've compiled a list of frequently asked questions below. You will find more information in the fund guidelines that accompany each of our funding programmes, and in our general grant guidelines.

Please check the general guidelines to see if your organisation is eligible to apply. We rarely make exceptions to these guidelines; if we do, these will be listed in each specific fund guidelines. If you do not meet the criteria it is unlikely that we could provide you with any other individual or bespoke advice about funding for your organisation.

We ask that you check our funds and guidelines about before contacting our Grants Team.

1. I can't find a fund that supports my project and need further advice. Can I email you my details?

We are currently unable to respond to any unsolicited requests for funding outside of our available grant programmes listed on our website. We do however provide a monthly funding phone-in service where you can discuss your project with a member of our Grants Team. Information about the phone-in service and times are posted in our newsletter, which you can sign up to at the foot of our website homepage.

2. Is my organisation eligible to apply?

Our general guidelines provide information about eligibility for organisations. We ask that you read these before contacting us.

3. Can I apply to more than one fund held by the Foundation?

Yes. If you meet the criteria for the fund, you can apply to and hold any of our funds at the same time. You cannot however hold more than one grant from the same fund.

4. Can I apply to multiple funds for the same thing?

No, we are not able to double-fund your project or match fund using different programmes; funding can only support different activities.

5. Do my supporting documents have to be submitted before the deadline?

Yes. Supporting documents should be submitted to the Foundation within 5 working days of submitting your application. If we do not receive them within 5 working days, your application will be ineligible.

6. What can I apply for?

Each fund has its own criteria, and these are listed within the fund's guidelines. Please read the guidelines for the fund you're applying to before submitting your application.

7. What size of charity/group will you support?

This will depend on the fund you apply to and the criteria. We typically support small or grassroots community groups or organisations working in the local community. As such we are unlikely to support national or UK- wide organisations and are less likely to support organisations with a £multi-million turnover unless stated in the guidelines.

8. Do you support fundraising costs?

None of our current grant programmes are likely to support fundraising costs.

9. Do you support places of worship or faith orientated groups?

The Foundation's grant programmes support many groups which are motivated by faith values however we are not able to support groups for a project that promotes a certain faith, or for projects that are exclusively available to those of a certain faith.

10. Or group isn't a charity, can we still apply?

Yes, but you must be constituted and have a minimum of three people managing your group.

11. Do you fund Community Interest Companies?

Yes, we do fund CICs but you must read the guidelines carefully for the fund to which you're applying, to make sure that your organisation and project is eligible. Ordinarily we will only fund CICs that have been operating longer than 12 months.

12. Can I apply as an individual?

Yes, we provide grants for individuals, but these have quite specific criteria. You should check the guidelines before applying or contacting us.

13. Will I receive confirmation that my application has been received?

Yes. As soon as you have submitted your application you should receive an email with a PDF copy of your application form attached. As all our correspondence will be via email please ensure that our general email address of info@cdcf.org.uk is a trusted email address with your provider.

14. When will I hear if I've been successful or unsuccessful?

Our programmes may have varying timescales however we endeavour to have the results for you within 12 weeks of submission.

15. How does the Foundation assess my application?

An assessment will usually involve contact by email or phone from an externally appointed assessor.

16. Who makes the decision?

For many of our programmes local grants panels have been established to make the decision. For

those funds that are not restricted by a specific geographical area, the panel responsible for making the decision is often convened by the Foundation, or a decision may be made directly by the donor.

17. What feedback will I get if unsuccessful?

We try where we can to reflect the views of our donors' decisions however, due to the high number of applications that we receive, we are unfortunately unable to offer very specific feedback to applicants unless it relates to failure to meet due diligence e.g. governance issues or financial irregularities etc.

18. How do I make a complaint?

We have a complaints process that you may follow if you feel that the procedure in our decision-making has not been appropriate. Please read our Grant-making Policy for details on how to lodge a complaint.

19. How long do we have to spend the money?

Unless otherwise specified in the terms and conditions issued to you, you must spend your grants within one year of your grant payment.

20. What if we are unable to deliver on the timescale?

If you are unable to deliver your project within the timeframe, please contact the Foundation to discuss the options available to you. Please do not assume that your award might be extended; changes to grants are usually at our donor's discretion.

21. What happens if we don't spend all the money we were awarded or need to change the budget?

You must speak to us if you have unspent funds. It is possible to submit a request by email or in writing to the Foundation for changes to a funded project and budget. Any changes must be agreed before money is spent on an alternative budget.

22. How can I advertise my grant/project?

It would be great for the Foundation and/or the donor who funded your project to be recognised in any materials produced as a result of the funding awarded to you, or in news stories mentioning the funded project.

23. Will I need to provide an end of project report?

Yes, we require all grants to be reported on; an online form will be emailed to you towards the end of your project. These are generated automatically to reach you 12 months from the date of your award. If there are changes to your schedule, you must let us know.