EVERYBODY FOUNDATION

IMPACT GRANT

APPLICANT RESPONSE DOCUMENT 2026-2027

Supporting your application and helping you provide strong, clear responses

SECTION 1:

ORGANISATION DETAILS

1. **Organisation Name**

Guidance: Use your full legal name as shown on your constitution or governing document

Response:

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2. **Organisation Address**

Guidance: Provide your main registered or operating address

Response:

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3. **Email**

Guidance: Provide the best contact details for communication about this application

Response:

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4. **Website or Social Media Links**

Guidance: These help us understand who you are. If none, leave blank

Response:

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5. **Type of organisation**

Please Tick

Charity ☐ CIC ☐ CASC ☐ Community Group ☐ Social Enterprise ☐ Other ☐

If “Other”, please specify …….

6. Registration Number (if applicable)

Guidance: Charity Number, CIC Number, CASC registration, etc.

Response:

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7. Main Contact Person (Name, Role, Contact Details)

Response:

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SECTION 2:

ABOUT YOUR ORGANISATION

1. **Briefly describe your organisation and what you do (max 250 words)**

Guidance: Summarise your purpose, activities, who you help, and your mission.

Keep it simple and clear.

Response:

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2. **Who do you support?**

Guidance: Be specific (e.g., Children 6-14, disabled adults, older people, low-income families).

Response:

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3. **How many staff/ volunteers do you have?**

Guidance: approximate numbers are fine – this helps us understand your capacity

Response:

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4. **How long has your organisation been operating?**

Guidance: Use years/months. Newer groups can still apply

Response:

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SECTION 3

ABOUT YOUR PROJECT

1. **Project title**

Guidance: Choose a clear, descriptive name

Response:

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2. **Describe your project and what you want to deliver (Max 500 words)**

Guidance: include:

- What you will deliver or purchase

- Why this project is needed
- Who will take part
- When/ where it runs
- What change it will create
  Tell a clear story

Response:

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3. **How will your project improve health, fitness or wellbeing?**

Guidance: Describe the benefits – e.g., physical activity, mental wellbeing, confidence, reduced isolation

Response:

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4. **Who will benefit from this project?**

Guidance: Be specific and indicate numbers if possible

Response:

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5. **What need or barrier does this project address?**

Guidance: Examples include cost barriers, accessibility, confidence, lack of local activities, disability support, isolation.

Response:

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6. **Is this a new project or an extension of an existing one? (if relevant)**

New Project ☐

Extension of existing project ☐

If extending, explain how this funding enhances or grows the work.

Response:

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7. **Where will the project take place?**

Guidance: Provide location(s), Venue(s), Community spaces, or areas served

Response:

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SECTION 4

BUDGET & FUNDING

1. **Total amount requested (Up to £5000)**

Response:

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2. **Itemised Budget Breakdown**

Guidance: Include a clear list – equipment, staff, venue hire, materials, etc.

Avoid vague items.

Response:

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3. **If we can only offer partial funding, can the project still run?**

Guidance: Briefly explain what would change

Response:

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4. Are you receiving any other funding or match funding?

Yes ☐

No ☐

If yes, please let us know where from:

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SECTION 5

MONITORING AND IMPACT

1. **How will you measure the difference your project makes?**

Guidance: Examples: participant numbers, feedback, photos, simple observations, case studies.

Response:

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2. **What positive outcomes do you expect to see?**

Guidance: Focus on the difference for people — e.g., increased activity, improved wellbeing, confidence, inclusion.

Response:

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3. **How will your project continue after the grant ends? (if applicable)**

Guidance: Describe sustainability: volunteers, equipment use, partnership support, future.

Response:

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SECTION 6

SUPPORTING DOCUMENTS

Please attach the following:

- Safeguarding policy (if applicable)
- Public liability insurance
- Constitution or governing document
- Bank statement (last 3 months)
- Optional supporting evidence (letters, testimonials, photos)

If you are missing anything, explain below so we can advise:

Response:

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