Please note that this is not the application form and should not be emailed to us. Applications must be submitted through our online portal: https://wildlifetrusts.benefactorcloud.co.uk/

Welcome to our Green Community Grants Programme application form

We're pleased to invite good causes to apply for our funding. This funding is designed to offer flexibility and support, so you can strengthen your organisation and deepen your impact. We're looking to support organisations whose core purpose and everyday work align closely with one of our funding themes.

This example application form will begin with the questions found in our eligibility checker.

Privacy Statement

We understand that applicants often have personal reasons for supporting or working with charities. However, please do not disclose such personal information on our forms. The personal data we require is limited to that which is specifically requested on the form which is used to identify you as the applicant on behalf of your organisation and your referees. We do not require any other personal information. Providing personal information will not assist your application and may result in it being rejected.

Application and funding details may be shared with The Postcode Green Trust and The People's Postcode Lottery so that they have an accurate picture of where organisations are holding Player supported awards and to let Players know when they have supported a project in their area.

Contents

The application form is organised into the following sections

Eligibility checker

General Eligibility Questions
These statements must all be true to be eligible to apply for funding.

Have you read our Funding Guide?
☐ We have read the Funding Guide and understand that this application will not be considered if the criteria are not met

Governing document requirement
☐ We have a governing document in the name of our organisation with clear charitable objectives/aims. For Community Interest Companies, your objects and/or CIC36 document must be included

Funds need to be spent in Great Britain
☐ We are based in Great Britain and understand all funds will need to be spent on activities in Great Britain

People
☐ No more than 50% of Trustees/Directors members are related

Bank Account
☐ We have a UK bank account in the exact name of the organisation that is applying, with two unrelated signatories. This is an account with a bank, not a Wise account, ANNA, MoneyCorp, or any other electronic money service

No outstanding review form
☐ Our organisation does not have an outstanding review or evaluation form for a previous grant supported by players of People's Postcode Lottery

Your work is not wholly restricted to the promotion of religion
☐ Our governing document has at least one object that is non-religious

We have not funded you in the past 12 months
☐ We have not received funding through any Postcode Trust within the last 12 months (this is counted from the date payment was received into your organisation's account)

Your organisation has been operating for more than one year and has a set of signed accounts
☐ Our organisation has been operating for more than 12 months and we have a signed set of accounts that show both income and expenditure and have been audited/independently examined if required

Your organisation has all relevant policies in place at the time of this application including a Safeguarding / Vulnerable Adult Policy.
☐ Our organisation has all relevant policies in place (safeguarding etc)

Application form

We offer unrestricted funding to give organisations the flexibility to use our support where it's needed most. However, we will only consider applications where the organisation's core purpose and main activities closely align with one of our funding themes. We're looking to support organisations that are primarily set up to work in these areas, rather than an isolated project that is part of an unrelated portfolio of work. Please ensure your application reflects this.

We want to understand a little bit more about your organisation, please ensure your organisation's name provided below, matches exactly to your governing document, accounts and bank statement.

Organisation name max 255 characters

Organisation email address

Website

Organisation address

Contact details

We will use these details to contact you as the applicant and lead for the funding.

First name
Last name
Phone number
Mobile number
Email address

Do you have somebody we can contact in instances where the main contact is unreachable? Yes/No

If yes, please provide Secondary Contact details

Title
First name
Last name
Phone number
Mobile number
Email address

Referees
We require the details of two contactable referees for your organisation.

These can be from any of the following:
- A partner organisation that you have worked with
- A funder of a project that you have delivered
- A contact at your local authority
- A contact from a third sector support organisation

These cannot be:
- A member of your organisation, including a Trustee
- A third party confirming on your referee's behalf
- Someone that does not know you (the applicant)

Referees must be contactable using the details provided for us to make a prompt assessment. If required, contact will be made within four weeks of your submission. Please ensure that you obtain prior consent from both referees before including them in the form.

Referee 1

First name
Last name
Job title
Email address
Phone number
Organisation/place of business

Referee 2

First name
Last name
Job title
Email address
Phone number
Organisation/place of business

Your organisation type

What is your organisation type? Registered Charity **/** Charitable Incorporated Organisation (CIO) / Community Interest Company (CIC) with an asset lock (Schedule 1&2 only) / Scottish Charitable Incorporated Organisation (SCIO) / Other not for profit organisation

For charities registered with the Charity Commission in England and Wales or the Scottish Charity Regulator (OSCR) only. Who are you registered with? Charity Commission (England and Wales) / Scottish Charity Regulator (OSCR) / Both

Charity Commission Number *(if applicable)* max 255 characters

Charity Commission Charity Suffix *(if applicable)*

Companies House Number *(if applicable)* max 255 characters

Scottish Charitable Regulator (OSCR) Number *(if applicable)* max 255 characters

For Community Benefit Societies only. Financial Conduct Authority (FCA) Mutuals Public Register Number

Are there any for-profit companies affiliated with your organisation? Yes/No
By affiliated we mean shared directors, staff, or similar services being provided

If yes, please provide details of the companies and the nature of the relationship here.
Max 500 characters

Has your organisation changed its legal structure (e.g. from a CIC to a Registered Charity) in the past 2 years? Yes/No

Governance and management

These details are used as part of our Due Diligence process. Please ensure that all relevant regulator records have also been updated to reflect any recent Trustee changes.

How many Trustees does your organisation have?
Please enter a number. To be considered for funding no more than 50% of Trustees/Directors members can be related

Please provide the full names of each of your Trustees.

Are any of your Trustees or Directors members related (for example, by family marriage, civil partnership, or long-term cohabitation)? Yes/No

If yes, please provide details about the related Trustees or Directors.

How many paid employees does your organisation have?

If your funding request will be used towards staff costs, will these staff be paid in line with the Real Living Wage? Yes/No/Not Applicable

If you are not an accredited Real Living Wage Employer or any staff to be funded through the grant will not be paid a living wage, please explain why:
Max 140 characters

We now want to gain an understanding of your leadership team. By this we mean the key decision-makers within your organisation—those responsible for setting direction, making strategic choices, and overseeing day-to-day operations. This could include senior staff, trustees, founders, or others who play a central role in shaping and leading your work

Have there been any significant changes in leadership in the last year? By significant we mean more than 50% of Trustees/Directors changing, or changes to your senior management team. Yes/No

If yes, please explain the circumstances and impact this has had on your organisation.
Max 500 characters

Please tell us about your leadership team and how they are best placed to make a difference in your organisation. Are they reflective of your service users or do they have a specific skill set or level of experience? Please also explain why this is beneficial to your organisation.
Max 750 characters

Finances

Has your organisation been in operation for 12 or more months? Yes/No

In order to consider your application, the figures you provide below must match those in your annual accounts.

Do you have a set of signed accounts that have been audited/independently examined if required? Yes/No

What was your organisation's total income in the last financial year? This must be from your most recent set of full accounts that have been signed off by Trustees/Directors, and if required Auditors/Independent Examiners

Does your organisation have a financial reserves policy? Yes/No

If yes, please provide details of the policy and whether you are currently in line with it. If no, why do you not have a reserves policy?

What are your current reserves?
This should be your free reserves, and/or reserves designated for staffing costs.

Has your organisation incurred any significant losses or debts in the last 3 years? If Yes, please provide details of any losses incurred in the last 3 years or any significant debt. This should include an explanation of any actions taken to mitigate losses, and any repayment arrangements for debts.

Safeguarding

Do you work with children or vulnerable adults? Yes/No

When did you last review your Safeguarding / Vulnerable Adult Policy?

Do you have a procedure that clearly sets out the steps to take in the events of an incident or concern about a child or vulnerable adult? Yes/No

If yes, when did you last review this procedure?

Your organisation's work and who it supports

Postcode: What postcode do you work in?
If you work across multiple areas, please use the postcode of your main area of work. We prioritise organisations that operate in the most deprived 15% of the Index of Multiple Deprivation. Please provide a valid UK postcode including a space. Eg "EH2 4ET".

Do you have a social media handle? Yes/No

If yes, what are your organisation's social media handles?

If you do not have an online presence (no website or social media handles), what is the reason for this and where is the best place to see evidence of your work? (skip if you have provided a website or social media handle)

Funding Challenges
We're looking for details that go beyond general phrases like "cost of living crisis" or "impact of COVID." Instead, please provide detail of the circumstances around these issues, and the specific impact they are having on your organisation.

What are your current funding challenges?
Max 750 characters

Organisation purpose
Tell us what your organisation is here to do — your core purpose. This should include the community or group you support and the issue or need that you address. You don't need to copy and paste a formal mission statement (unless it fits!). Just explain your purpose in a clear, straightforward way.

What is your organisation's mission?
Max 1000 characters.

Please select the theme that best fits with your organisation's main purpose.
- Contributing to nature recovery and responding to the climate emergency
- Improving nature rich spaces and access to them

Core activities
Please remember, as this is a flexible funding application we will be looking for organisations whose overall activities closely align with the chosen theme. We would not consider detail on future projects or ideas as a close fit to the chosen theme.

Please describe your core services or activities – by this we mean the majority of the work you do.
Max 1000 characters

How do you measure the impact of your work? Please also include how you put your findings into practice.
Max 750 characters

Community benefit
Your answer to this question does not form part of the assessment of your funding application and will only be used if your group is awarded funding.
Please briefly explain what your organisation does for your community.

You are applying for funding for one of our themes. Please detail what impact your organisation has had in this area so far.
We're looking for a clear picture of the difference your work is making. Wherever possible, include outcomes (what changed) rather than just outputs (what was delivered). Please avoid generic or overly broad statistics as we are more interested in the real-world impact you have made.
Max 750 characters

How much funding are you requesting? No more than 25% of your annual income up to maximum of £25k.

How do you intend to spend any funding we provide?
Max 1000 characters

We're interested in whether your organisation was set up specifically to support people from marginalised groups — for example, disabled people, people experiencing racial inequity, or LGBT+ people.

Are your organisation's main activities focused on supporting people from a marginalised group, such as, but not limited to disabled people, people experiencing racial inequity, and LGBT+ people?
☐ Specifically focused on one or more marginalised groups
☐ Open to all but not specifically focused on one particular marginalised group
☐ None of the above

If your organisation is specifically focused on one or more marginalised groups, which marginalised groups does your organisation primarily support?
☐ Specifically supporting disabled people
☐ Specifically supporting people experiencing racial inequity
☐ Specifically supporting LGBT+ people
☐ Specifically supporting another marginalised group

If you have selected 'Specifically supporting another marginalised group', what other marginalised group(s) are your organisation's main activities focused on supporting and please provide detail on how your organisation's activities support the selected group(s). If more than one is selected, provide detail for each one. Whilst we appreciate your organisation aims to be inclusive for all, please only include details where your organisation is specifically supporting one of the above groups.
Max 750 characters

Supplementary question

How did you hear about our funding opportunities?
☐ Press
☐ Another organisation
☐ A Player of People's Postcode Lottery
☐ From a previous applicant
☐ I am a previous applicant
☐ Web/Internet search
☐ Grants/organisation newsletter
☐ A local Community Voluntary Service (CVS)
☐ Social Media
☐ Other

If Other, please specify

Supporting documents

The form will ask you to submit the following documents.

Governing Document
This document should clearly show your organisation's objects. An asset lock and dissolution clause should also be present. Failure to upload the correct documents will render your application ineligible.
Allowed file types: .doc, .docx, .pdf, .bmp, .png, .jpeg, .jpg Max. size: 15 Mb. One file can be uploaded.

Latest Signed Accounts
The attached accounts must show income and expenditure for a full financial year. They must be signed by a Trustee or Director, and an Independent Examiner and/or Auditor if required. These accounts must be no older than financial year ending 2024.
Allowed file types: .doc, .docx, .pdf, .xlsx Max. size: 15 Mb. One file can be uploaded.

What is the end date of the financial year in these accounts?

Management accounts (only required if the end date on your accounts is before March 2025)
If the end date of your accounts is before March 2025, please also upload your latest management or draft accounts/an explanation for the interim period so we can understand the current financial health of the organisation
Allowed file types: .doc, .docx, .pdf, .xlsx Max. size: 15 Mb. One file can be uploaded.

Safeguarding policy
Allowed file types: .doc, .docx, .pdf, .bmp, .png, .jpeg, .jpg Max. size: 15 Mb. One file can be uploaded.

Bank Statement.
This must be dated from the last 90 days and have the name of your organisation clearly visible. Please note, we only accept bank accounts and not Wise accounts, ANNA, MoneyCorp, or any other electronic money services. If we assess your application and you do not have an UK bank account that meets our criteria, your application will not be eligible.
Allowed file types: .pdf, .bmp, .png, .jpeg, .jpg Max. size: 15 Mb. One file can be uploaded.