



# CRISIS & RESILIENCE FUND

## Guidance for Resilience Grant Applications

**For grants over £10,000**

**Important:** Applicants must be formally constituted. Requests over £50,000 must be partnership bids. Read this guidance alongside the application form.

### 1. Before completing the form

- Confirm that the request is over £10,000.
- Enclose a current constitution or governing rules.
- Choose at least one of the seven CRF aims.
- Prepare a detailed budget and supporting cost evidence.
- Gather current policies, insurance and partnership evidence where applicable.
- Keep answers within the stated word limits.

**Which questions apply?** All applicants complete Sections 1 and 3 to 11 and question 13. Partnership bids also complete questions 14 to 17 and question 52. Non-partnership applicants leave those partnership-only questions blank.





## 2. Completing each section

### Questions 1 to 12: Organisation details

- Provide the organisation's full name and current contact details.
- Confirm the organisation is formally constituted.
- Enclose a current constitution or governing rules.
- Provide registration details where applicable.
- Describe governance and identify who is authorised to submit.

### Questions 13 to 17: Partnership details

- Every applicant answers question 13.
- Non-partnership applicants leave questions 14 to 17 blank.
- Requests over £50,000 must be partnership bids.
- Partnership bids identify the lead organisation and every delivery partner.
- Describe responsibilities, contributions, governance, decisions, risks, information sharing and accountability.
- Attach evidence of partner commitment where available.

### Questions 18 to 22: About the project

- Give the activity a clear name.
- Describe what will be delivered, where, when and by whom.
- Explain who will benefit and how people will be reached.
- Provide a realistic number of people supported.
- Identify the wards or areas and proposed dates.





### Questions 23 and 24: CRF aims

- Tick every aim the proposal will genuinely contribute to.
- Explain the practical change expected for participants.
- Link activities directly to the selected aims.
- Use measurable examples where possible.

The seven aims are:

- Increased savings
- Reduced priority debt
- Reduced need for emergency food parcels
- Reduced material deprivation
- Maximised income
- Fewer repeat crisis applications
- Increased access to appropriate and quality advice services

### Questions 25 and 26: Strategic priorities

- Tick all relevant strategic priorities.
- Use question 26 to give one joined-up explanation based on the boxes selected.
- Describe local need, delivery, resilience hubs or community infrastructure, partnership working, advice, information, skills, food activity, signposting and joined-up support where relevant.
- Explain what will change, who will benefit and how delivery will work.

### Questions 27 to 31: Need and expected impact

- Show how the need is evidenced through feedback, experience, data, referrals or waiting lists.
- Describe expected outcomes and benefits.
- Explain how lived experience or community involvement shaped the proposal.
- Explain how inequalities and access barriers will be addressed.
- Describe sustainability after CRF funding ends.





### Questions 32 to 37: Funding and value for money

- State the total amount requested.
- List each estimated cost and ensure the total matches.
- Declare other funding.
- Explain cost calculations and value for money.
- List match funding and in-kind contributions.
- Explain financial controls, procurement and expenditure monitoring.

**Budget evidence:** Keep quotations, calculations and price evidence. Include relevant evidence where requested or useful.

### Questions 38 to 43: Policies, insurance and risk

- Confirm the status of health and safety, safeguarding, and equality and diversity policies.
- Enclose current copies or explain when they will be supplied.
- If not applicable, explain why and describe the relevant arrangements.
- List other policies or insurance, including public liability insurance where appropriate.
- Describe delivery risks and mitigations.
- Explain capacity, experience, staffing, governance and financial management.

### Questions 44 to 49: Bank details

- Provide accurate organisational bank or building society details.
- If another organisation holds the account, provide its name and contact details.
- Check the sort code and account number carefully.





### Questions 50 to 53: Monitoring and legacy

- Explain how success will be measured and what evidence will be collected.
- Confirm the evidence the organisation can provide.
- Partnership bids complete question 52 and explain data quality, consent, information governance and reporting responsibilities.
- Non-partnership applicants leave question 52 blank.
- Describe longer-term outcomes and legacy for the district-wide resilience network.

## 3. Declaration and supporting documents

- Read and tick each relevant declaration.
- For partnership bids, confirm all partners authorised submission and understand their roles.
- The form must be signed and dated by an authorised person.
- Enclose the constitution, relevant policies, insurance, partnership evidence and budget evidence as applicable.

## 4. Final submission checklist

- All applicable questions are complete.
- At least one CRF aim is selected.
- Partnership-only questions are complete where required.
- Strategic priorities and district-wide impact are clear.
- Budget totals match the amount requested.
- Required documents are enclosed.
- Monitoring commitments are confirmed.
- The declaration is signed and dated.
- A copy of the full submission is retained.

**Plain English check:** A reader unfamiliar with the organisation should understand the need, activity, beneficiaries, costs, delivery responsibilities and intended outcomes.

