Charity funding bid template (trusts and foundations)

A full bid structure for UK trusts, foundations and government funds.

Most UK funders use an online form, but they ask the same core questions. Draft your answers here, then paste them into the form within each word limit.

1. About your organisation

[Name, registered charity / CIO / company number, year founded, mission, area served, annual income from your latest accounts.]

2. What you want funding for

[Project name and a two-sentence summary. Amount requested: £[amount] over [period].]

3. The need and the evidence

[The problem, who is affected, local evidence with sources, and how beneficiaries told you this is needed.]

4. What you will do

Activity	Who delivers it	When	How many people
[ ]	[ ]	[ ]	[ ]

5. Outcomes and how you will measure them

Outcome	Indicator	How measured
[ ]	[ ]	[ ]

6. Fit with the funder

[Quote the funder's priorities and show the link.]

7. Budget

[Itemised costs, whether VAT applies, other funding secured or applied for, and full cost recovery if the funder allows it.]

8. Sustainability

[What happens when this grant ends.]

9. Safeguarding and policies

[Safeguarding, equality, data protection and other policies the funder asks about.]

Attachments checklist

- [ ] Latest annual accounts and annual report
- [ ] Governing document
- [ ] Bank statement in the organisation's name
- [ ] Safeguarding policy
- [ ] Letters of support, if requested

Free template from Grant Writing Company (grantwritingcompany.com/templates/uk/charity-funding-bid/). Replace every [bracket] with your own facts. General guidance only, not legal or tax advice. Funders decide every award.