# Open Fund Stage 1: CIC Yes/No Questions and Form – July 2025

Here are the questions so you can look at them or print them off.

**When you apply to us, please use the online form on our website www.peterminet.org.uk. Please don't send us this Word document.**

**A: Yes/No Questions to check if you can apply:**

| | | |
|---|---|---|
| 1 | Have you read the Open Grants and How to Apply sections on our website? | Yes/No |
| 2 | Is your organisation a CIC Limited by Guarantee and listed with Companies House? | Yes/No |
| 3 | Is your CIC Asset Locked? | Yes/No |
| 4 | Each year, for the last 3 years, did your organisation have a total turnover reported in your annual accounts of more than £25,000 but less than £350,000. We check income for current year and last 3 years. | Yes/No |
| 5 | Is your organisation a church, mosque, synagogue, temple or other place of worship – or a nursery, school, college, university or Parent Teacher Association (PTA) *(we don't fund these)* | Yes/No |
| 6 | Has your organisation filed annual accounts and reports to Companies House for 3 years or more? | |
| 7 | Do more than half of your Directors and more than half your staff identify as Black, African, Caribbean, or Black British, or any other Black, African and Caribbean background? | Yes/No |
| 8 | Are all the people, or most of the people you work with (at least 75%) in Lambeth and/or Southwark – now and in the past 3 years | Yes/No |
| 9 | Do you have at least 3 Directors who are not related to one another? | Yes/No |
| 10 | Do you have these 6 documents ready to upload? 1) Finance Report for the last financial year 2) Current Year Budget 3) Safeguarding Policy 4) Conflict of Interest Policy 5) Diversity, Equity and Inclusion Policy 6) Governing document 7) Full Annual Accounts | Yes/No |

**(Stage 1 Questions on next page)**

**B: Stage 1 Form - CIC**

**1** *Can we contact you sometimes with updates or to ask for feedback about Peter Minet Trust? **Yes** or **No**

**2** *Do you agree we can use your personal data to manage your application (this includes emailing you if you get the grant or not?) **Yes** or **No**

**3** *Do you agree we can share non-personal information from your application with other funders (confidentially). **Yes** or **No**

**4** *CIC Name Registered at Companies House

**5** *Company Number

**6** Organisation Address

*Address1:

Address2

*Town:

*Postcode:

**7** Website Address
*(if you have one)*

**8** *Contact - First Name
*(this is who we'll contact about your application)*

*Contact - Last name

**9** *Job Title or Role
*(this can be a paid or voluntary role)*

**10** *Daytime Contact Telephone or Mobile Number
*(write a phone number we can use to contact you)*

**11** *Email Address
*(we will use this to tell you that your application has been received)*

**12** ***Where do you work in Lambeth and Southwark?** Please include:
a) where in Lambeth and Southwark you do your work (include any venues you use and if you have a main centre or base)
b) which people, communities or organisations you work with
c) about how much of your organisation's current work is in Lambeth or Southwark - try

and give us a rough percentage
*(up to 1500 characters - about 250 words)*

**13** *__Tell us about your organisation__: Please include:
a) the reason your organisation exists (your purpose)
b) what it is doing now (your current work)
c) what needs you are helping with
d) some challenges you are facing
e) about how many people you helped in Lambeth and Southwark last year
*(You can write in full sentences or bullet points or copy from another application).*
*(up to 3000 characters - about 500 words)*

**14** *__Who are the key people in your team?__ Tell us about your directors, staff and volunteers. Please include
a) who is on your management board and what they do
b) what your staff do
c) what your volunteers do - if you have them
d) what experience or knowledge they bring
*(up to 1500 characters - about 250 words)*

**15** *__Why is your organisation well placed to help?__ Please tell us:
a) what experience your organisation has in Lambeth or Southwark
b) what you know about the local area and local networks
*(up to 3000 characters - about 500 words)*

**16** *__What has your organisation learnt?__ Tell us:
a) what you've learnt from your work with people over the last year?
b) any changes you made based on what you saw and heard?
c) 1 or 2 short examples that show how your work helped someone - can be stories *(Imagine you're talking to us - we're not looking for facts and figures)*
*(up to 3000 characters - about 500 words)*

**17** *__Tell us about your organisation's asset lock.__ Please include what organisation has been designated and why you chose it.
*(up to 1500 characters - about 250 words)*

## SAFEGUARDING

**18** *__How do you keep people safe?__ Briefly explain how you protect the people you work with. We also ask you to upload your Safeguarding Policy on the next page. *(up to 1500 characters - about 250 words)*

**19** *__Do you do DBS checks?__ Tell us if your organisation does Disclosure and Barring Checks (DBS) on staff and volunteers working with children, young people and adults at risk. Write **Yes** or **No** or **NA** (for not applicable)

If your organisation doesn't do DBS checks, please tell us why. *(up to 1500 characters - about 250 words)*

**20** **(Optional) Do you want to explain anything about your finances?** For example, you can explain things like a large surplus or deficit or about your reserves *(up to 1500 characters - about 250 words)*

**21** **(Optional) Anything else you want to tell us?** *(up to 1500 characters - about 250 words)*

**1** ***Finance Report:** internal report for your most recent financial year (sometimes called management accounts). For example, if your financial year ended on 31 March 2025, your internal finance report for 1 April 2024 - 31 March 2025.

**2** ***Current Year Budget:** your income and spending plan for the current year.

**3** ***Safeguarding Policy:** full policy with approval date and who approved it

**4** ***Diversity, Equity and Inclusion Policy**: full policy with appoval date and who approved it

**5** ***Conflict of Interest Policy:** full policy with approval date and who approved it

**6** ***Governing Document:** signed copy

**7** ***Full Annual Accounts**