

Berkeley Foundation Resilience Fund 2025

Application Form and Guidance Notes

The Berkeley Foundation's Resilience Fund is open to applications between 3 - 28 March 2025.

This document includes the full application form and guidance on how to respond to each question.

To access the Read Aloud function, please click Review in the top menu bar of Microsoft Word – place the cursor next to your chosen sentence – click on Read Aloud.

Online application form

We ask all organisations to apply online via the [Berkeley Foundation website](#).

If you have difficulties accessing the online form, please contact us at info@berkeleyfoundation.org.uk or call us on 01932 868555 and we will be happy to explore alternative ways for you to submit your application.

Fund overview

The fund aims to support small-to-medium sized organisations to invest in organisational development and build resilience for the future. Grants of up to £90,000 are available over three years.

We are looking to support up to six organisations that are working to build leadership skills in young people affected by racist or Islamophobic violence, empowering them to positively impact their own lives and the communities in which they live.

Eligible organisations will need to demonstrate that young people have a clear role and voice at every level of the organisation.

The focus of our funding is on building organisational resilience and we are unable to consider applications for programme delivery.

Application Process

Before you apply, please familiarise yourself with the eligibility criteria and [funding guidelines](#), as we can only fund organisations that meet all the eligibility criteria.

Following the eligibility check, you will be asked to provide your organisational details at Stage 1. We will also ask you five key questions about your organisation and your funding needs. Approximately 30 organisations will be invited to submit a full application at Stage 2 and approximately 40% of Stage 2 applications will be shortlisted.

We have adopted the DEI Data Standard, which means that we ask applicants to provide information about Diversity, Equity and Inclusion as part of their first stage application. The DEI Data Standard has been produced by a group of charitable funders and you can find out more about this work [here](#).

Top Tips!

Focus your ask – aim to do one thing well rather than trying to achieve lots of different things

Draft in advance – use this document to draft your responses before completing the online application

Provide evidence – a case for support is always stronger with evidence

Think ahead – tell us about the transformative impact that this funding could have for your organisation

Be realistic – include a well-developed and realistic budget

Make sure you are ready – take some time to reflect on your organisational needs and your capacity to deliver organisational development work. We've listed some tools in the [Funding guidelines](#) that can help you with this.

Eligibility Criteria

In order to apply to the Resilience Fund, your organisation must:

- be registered with the Charity Commission or a Community Interest Company (CIC) with an annual income between £100,000 - £1.5m;
- have at least one year of published accounts;
- deliver the majority of its work within the following geographical areas – Greater London, Bath and North East Somerset, Berkshire, Buckinghamshire, Hertfordshire, Oxfordshire, Surrey, Kent, Hampshire, West Sussex, and the City of Birmingham;
- be focused on building leadership skills in young people affected by racist or Islamophobic violence, empowering them to positively impact their own lives and the communities in which they live;
- be able to demonstrate that young people have a clear role and voice at every level of the organisation;
- apply for funding towards organisational development work and not frontline delivery;
- apply for funding over three years;
- request no more than 20% of their overall turnover in any one year;
- have a safeguarding policy in place;
- not have had support from Berkeley Foundation's Resilience Fund in the past.

We will prioritise funding for organisations that are led by young people aged 18-30.

Step 1 – Eligibility check

Please begin by completing our eligibility check. If you are eligible to apply for funding, you will automatically be invited to complete Stage 1 of the application.

Step 2 – Accessibility

- **Q1 – 3: Accessibility** - These questions require a simple yes or no response, which will give us a better understanding of the applicant's accessibility needs.
- **Q4: Are there any other adjustments that we can make to support you to fully participate in the process?** – We are committed to ensuring that the application process is accessible to everyone. If you require any adjustments to the application process to apply for funding, please contact us.

Step 3 – Stage 1 application

- **Q1 – 8: Contact details** – In addition to registered address and website details, add contact details of the person responsible for the application. They should be able to provide further information on the proposal if contacted by a member of the Berkeley Foundation team.
- **Q9: Organisation name** - This should be your organisation's legal name, as it appears on your governing documents, bank account and Charity Commission register, or Companies House (if you are a CIC).
- **Q10: Organisation type - Registered Charity or Community Interest Company (CIC)** – Please select your organisation type from the drop-down menu.
- **Q11: Website** - Please enter your organisation's web address.
- **Q12 – 13: Charity or Company number** - If you are registered with the charity commission, please enter your charity number as it appears on the Charity Commission website in the relevant box. If you are a Community Interest Company, please enter the number as it appears on the Companies House Website. You must complete at least one of these questions to be eligible for funding.
- **Q14: Where do you deliver your charitable work?** – Please select the area(s) in which your charitable work is delivered. We are not able to fund organisations that do not operate in at least one of these areas.
- **Q15: What was your turnover in the last financial year (£)?** – Please enter the total income from the previous financial year as it appears in your most recent published accounts, without any commas or currency signs. We are not able to fund organisations whose income is under £100,000, or over £1.5m.
- **Q16: Is your organisation led by young people aged 18-30?** - We define an organisation as being 'led by young people aged 18-30' when the majority (75% or

more of the Board of Trustees/Management Committee AND 50% or more of senior staff) are within this age range. We know this can only be an estimate.

- **Q17: Please tell us about your organisation – why do you exist, what services do you deliver and what impact are you having?** - What is your story? We want to learn all about your work, why you do what you do and the difference you are making.
- **Q18: Please tell us about the young people and communities you serve, including how they are affected by racist or Islamophobic violence.**- Please tell us about the young people you work with and the specific challenges they face. We will be looking for evidence of local need.
- **Q19: How does your organisation build leadership skills in young people?** - Please tell us about the specific activities you deliver and approaches you take to build leadership skills in young people. You may wish to provide relevant impact data where possible. We are particularly interested in working with organisations led by young people aged 18-30.
- **Q20: Please tell us about your organisational resilience need(s) and how you plan to address them with this funding** - Please explain the organisational need(s) that you want to address and how they have been identified (business planning, SWOT analysis, Trustee meetings, etc.) What impact is it having on your organisation and why do you need to address it? Can you provide any evidence to support this need?

Step 4 - Diversity, Equity and Inclusion

We have adopted the [Diversity, Equity and Inclusion \(DEI\) Data Standard](#). We would therefore like to ask you some DEI questions to inform our own monitoring and strategy, and to gain a better understanding of the organisations that are applying to us.

Please note that the information provided will not be used as part of our decision making. There is no judgement or preference for particular responses. Applicants can also choose to skip this section if they prefer not to respond.

Anonymised responses may be included in data published about our grant-making to support transparency and accountability. If this causes any issues then you will have an opportunity to prevent this data from being shared externally.

When responding to the following questions, please refer to the information provided in your governing documents, strategy or public facing materials.

About the people and communities your organisation supports

The following set of questions aims to understand the people and communities directly supported by your organisation. If you indicate that your organisation targets a specific group or groups of individuals, we will understand this to mean that 75%* or more of the people receiving support share a particular identity or lived experience.

* This figure of 75% - or 3 in 4 people - was decided on after working with a wide range of groups. We know this can only be an estimate.

- **Q1: Does your organisation target people living in a particular geographical area?** - Please enter the name of the neighbourhood, area, county, region or country, as applicable, using a semi-colon to separate each area. *Examples: ABC Housing Estate in Barnet; Birmingham; Hertfordshire; Surrey.*
- **Q2: Does your organisation target specific groups of people that commonly or historically experience structural inequity?** Please select any category from the drop-down menu that you anticipate that the majority (75% or more) of people supported or benefiting from your work will identify with. You may select from multiple categories to reflect who your organisation is intended to support.
- **Q3: Does your organisation target young people with other types of lived experience that are not included above?** Please describe below. *Examples: Men and boys; people experiencing racism. Care experienced young people; People recovering from alcohol or drug addiction; People with experience of the criminal justice system.*

About the leadership of your organisation

We would like to understand more about the leadership of the organisations that are applying to us. This information will help us to inform our process and strategy, but will not be used for this individual funding decision. If you completed Part 1 of the DEI form, your responses will be pre-populated here to help you respond to the questions below. You can also choose to skip this section if you prefer not to respond.

By leadership of the organisation, we mean the key decision-makers. We define an organisation as being 'led by' a particular category when the majority (75%* or more of the Board of Trustees/Management Committee AND 50% or more of senior staff, where staff exist) share a particular identity or experience.

* This figure of 75% - or 3 in 4 people - was decided on after working with a wide range of groups. We know this can only be an estimate.

- **Q4: At Question 1, you told us about the geographical areas served by your organisation. Does the majority of the organisation's leadership reside in any of these areas?**
- **Q5: At Question 2, you told us about the specific communities served by your organisation. Does the majority of the organisation's leadership identify with any of this lived experience?**
- **Q6: At Question 3, you told us about other types of lived experience served by your organisation. Does the majority of the organisation's leadership identify with any of this lived experience?**

Using this information

At the beginning of this section, we described the use of this data to support our own monitoring and strategy and decision-making process, but also for our external reporting on our grants as part of our transparency and accountability.

- **Q7: Do you feel that the information provided in this section about the people you support or your leadership may disclose sensitive information that should not be shared externally (e.g. information about identifiable individuals)?** - This requires a Yes or No response.

Step 5 – Stage 2 application

These questions apply to organisations longlisted at Stage 1. They will be invited to submit a Stage 2 application by a member of the Foundation team.

About your organisation

Your responses to questions asked at Stage 1, will be displayed for your reference. They cannot be edited but you can submit supporting documentation at the end of the form should you wish to make us aware of any changes. Additional questions asked at Stage 2 are included below.

We strongly encourage you to limit your answers to a maximum of 300 words for each question.

- **Q17 – Q19:** Responses at Stage 1 will automatically populate.
- **Q20: Please provide examples to demonstrate that young people have a clear role and voice at every level of the organisation** - Please explain the role that young people play in your organisation, from the design and delivery of programmes, to the leadership and direction of your organisation. Specific examples will be helpful here.

About your organisational resilience needs

We are looking to support development work that helps organisations to build their resilience for the future. We are unable to fund frontline delivery. Please keep this in mind as you complete this section.

We strongly encourage you to limit your answers to a maximum of 300 words for each question.

- **Q21:** Response at Stage 1 will automatically populate.
- **Q22: Please outline the details of your plan to address these resilience needs over the next three years and explain how you will use Foundation funding to help you achieve your goals** - Please be clear about how you intend to use Foundation funding over the three-year grant period. We are looking to support work that aligns with our Resilience Building Blocks.

- **Q23: Which of the following 'resilience building blocks' does this work aim to address?** - There will be a drop-down menu with ability to select multiple options: A clear mission, operationalised through strong strategic planning; Financial Sustainability; Effective Leadership; Operations that are fit for purpose; People and Culture. Please only select the building blocks you are working towards through the proposed work. You will be asked to provide more detail on these in Q24.
- **Q24: How will your organisation be more resilient as a result of this work?** - We will be looking to understand the impact that this work could have on your organisation and how you will be more resilient as a result. Please refer to the resilience building blocks you selected in Q23 and tell us what this funding will help you to achieve.
- **Q25: How will you measure the impact of your grant?** - Please outline some of the ways in which you plan to measure the success of your proposed work. Please note that we are not expecting you to present a full evaluation plan at this stage. Our Partnerships Managers will work with successful organisations to determine the best way to measure the impact of the grant.
- **Q26: What is the total cost of the proposed work?** - Please enter the total cost of the proposed work, including core costs where relevant. We ask you to submit a budget, which breaks down all your costs by year. Please ensure the total cost of your budget matches the figure you enter here.
- **Q27: We are making grants of up to £90,000 over three years. How much would you like to apply for?** - Please enter the amount you are requesting from the Berkeley Foundation without any commas or currency signs. This is the total amount requested over the full funding period (up to £90,000, over three years).

Step 6 – Budget

Please use this space to upload your budget for the proposed work. Your budget should include:

- a breakdown of income and expenditure by year; and
- a relevant proportion of overheads (core costs).

If you have not yet secured 100% funding for the proposed work, you should demonstrate where you think the remaining funding will come from and label the status as 'pending'. A budget template is available on our [website](#) and includes an example.

For every grant we make, 25% will be unrestricted for organisations to use flexibly to support their charitable objectives. This might include a contribution to organisational running costs or an allocation to frontline delivery depending on your greatest need at the time.

Please also use this space to upload any supporting documents that may have been requested as part of our feedback at Stage 1.

Example Budget

Summary (automated)					
Organisation Name:		Best Charity UK			
Total grant amount requested:		£90,000			
Projected cost of resilience-building work:		£195,914			
75% of Berkeley Foundation grant (restricted):		£67,500			
Shortfall:		£128,414			
Please specify how you will cover the shortfall of your proposed resilience-building work by populating the table below with all income sources. You may choose to allocate some of your 25% unrestricted grant from the Berkeley Foundation towards these costs, or you may have					
Project Expenditure					
Direct costs					
Expenditure Area	Description	Year 1 (£)	Year 2 (£)	Year 3 (£)	Total (£)
Fundraising CRM	Initial scoping and setup	2,000	-	-	2,000
	Data migration	10,000	-	-	10,000
	Licensing and support maintenance	3,900	4,000	4,200	12,100
	Training	2,000	-	-	2,000
	Head of Fundraising time to manage CRM implementation - existing cost covered by Youth Leaders Foundation	20,000	20,200	20,400	60,600
Salary costs - Part-time Fundraiser	New member of staff: 3 days/week. Annual salary increase of 5%	17,250	18,113	19,019	54,382
Service Costs	IT upgrade	20,000	10,000	4,000	34,000
Project Lead for IT upgrade and ongoing management	Senior Manager - 5 hours/week	7,000	7,350	7,718	22,068
Total direct costs (£)		73,150	52,313	47,619	173,082
Core costs					
Overheads	Contribution to organisational overheads	10,000	6,878	5,954	22,832
Total core costs (£)		10,000	6,878	5,954	22,832
Total expenditure					
Total expenditure (£)		83,150	59,191	53,573	195,914
Project Income					
Income Source	Status	Year 1 (£)	Year 2 (£)	Year 3 (£)	Total (£)
Berkeley Foundation (75% restricted)	Pending	22,500	22,500	22,500	67,500
Berkeley Foundation (proportion of unrestricted grant)	Pending	2,500	2,500	0	5,000
Youth Leaders Foundation	Approved	20,000	20,200	20,400	60,600
Capacity Building Foundation	Pending	20,000	8,991	8,173	37,164
Own funds/unrestricted funding	Approved	18,150	5,000	2,500	25,650
Total income (£)		83,150	59,191	53,573	195,914