

Forever Notts is transitioning to a new online database for applications and monitoring.

Applications and monitoring reports for new programme rounds will now be managed through our Fundseeker Portal.

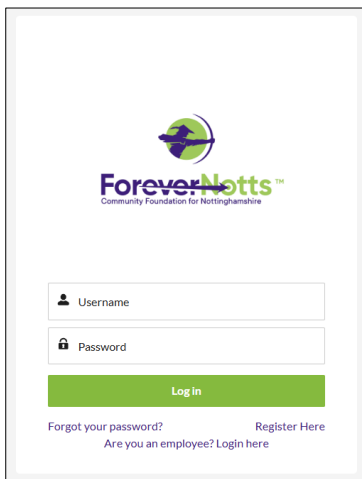
### Through this portal, you can:

- Submit and track applications
- Complete monitoring reports – this section is currently in development
- Access a record of your organisation’s previous submissions

### Ready to apply to a Fund:

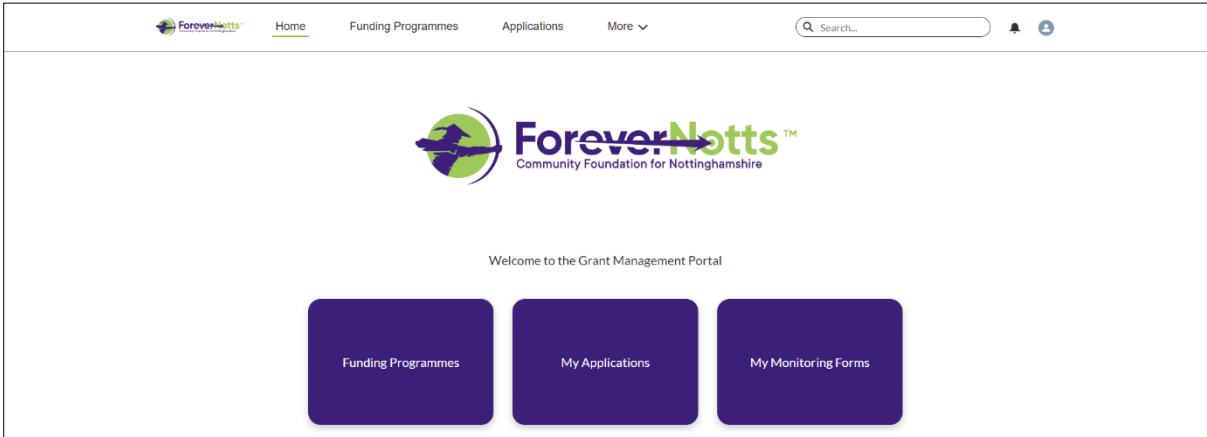
Visit our website: <https://www.forevernotts.com/grants/apply-for-grants/>

- Select the fund you would like to apply to
- Click the ‘**Apply Now**’ button at the bottom of the fund page. If this is a new programme the screen below will appear

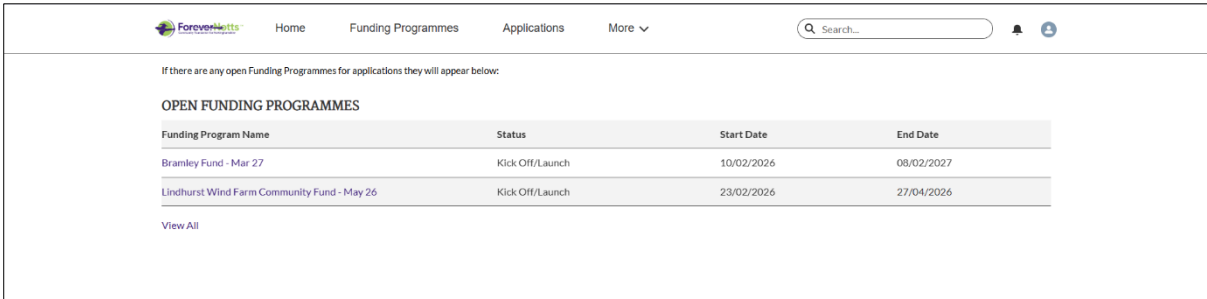


The screenshot shows the login page for the Forever Notts Fundseeker Portal. At the top is the Forever Notts logo. Below it are two input fields: 'Username' and 'Password'. A green 'Log in' button is positioned below the password field. At the bottom of the form, there are three links: 'Forgot your password?', 'Register Here', and 'Are you an employee? Login here'.

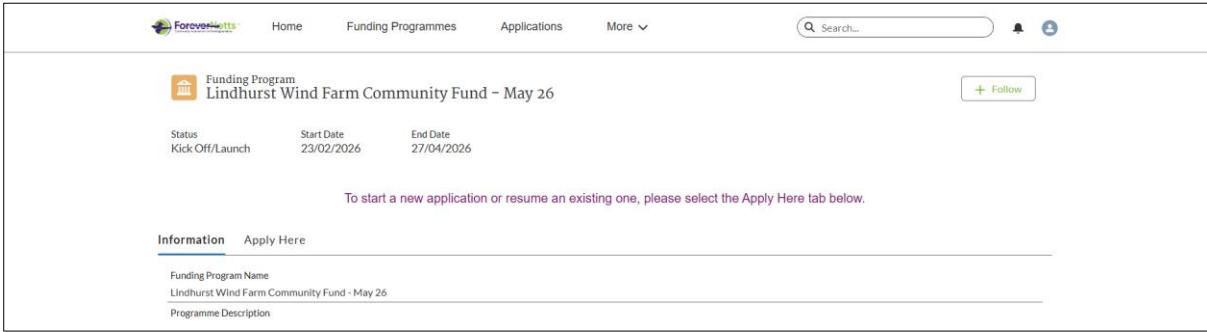
- • Click ‘**Not Registered**’ to create your account
- • You will receive an email with a link to set your password
- • Once registered, you will be logged into the portal and can begin your application
- • From the portal homepage, click on ‘**Funding Programmes**’



A list of funds open for application will appear as below:



Select your chosen funding programme, read the programme details under the 'Information' section before clicking 'Apply Here' beside 'Information'



The application is divided into sections, making it easier to complete in stages. Use the menu on the right-hand side to move through the sections.

## Application Form

Please use the buttons on the right-hand side to start each section. All sections are required unless stated otherwise.

Please note: for the shorter sections, if you open them then find you are not ready to complete them, please use the Previous button to get back to the main screen.

### Check Contact Details

Status: Optional, please check and update if required

Check and update the contact details we hold for you and your organisation.

[Check Details](#)

Optionally add backup details for yourself.

(Less than 5 minutes.)

### About Your Group or Organisation

Status: Completed, last checked and confirmed 16/3/2026

Please provide details about what you do and what type of group or organisation you are.

[Add or Update Information](#)

If you've previously provided this information you can also update it here.

Please also provide current bank account details.

(Between 5 and 30 minutes depending on the size and complexity of your group or organisation.)

### About Your Project

Status: Incomplete, please mark as complete once you are happy all the questions have been answered fully

Please tell us what the money will be for, how you have identified the need and how you will know your project is successful.

[Add or Update Project Details](#)

(Between 5 and 30+ minutes depending on the size, length and complexity of your project.

Please note: due to potential length, this section can be saved at any point and completed at a later time.)

### What Geographical Areas

Status: Incomplete, please add geographical areas

Please tell us what geographical areas your project will take place in.

[Add Areas](#)

(Less than 5 minutes.

Please complete in one go, cannot be edited later.)

### Choose Targets

Status: Incomplete, please add targets

Please provide realistic targets for your project, choosing from the provided Outcomes and Indicators.

[Add Targets](#)

(Between 5 and 10 minutes.

Please complete in one go, cannot be edited later.)

### Themes And Who Will Benefit

Status: Incomplete, please add beneficiary info

Please tell us about the themes of your project and who will benefit from it.

[Add Beneficiary Info](#)

(Between 5 and 10 minutes.

Please complete in one go, cannot be edited later.)

**What It Will Cost** Status: Incomplete, please add costs

Please tell us what your project will cost.

[Add Costs](#)

This programme does not require a full breakdown of costs.

(Less than 5 minutes.)

Please complete in one go, cannot be edited later.)

**Upload Required Documents** Status: Incomplete, please add documents

Please upload your supporting documents.

[Upload Documents](#)

The required documents are listed in the table below.

Please ensure you have electronic copies of all of these available before commencing.

(Between 5 and 10 minutes.)

Not required for submission of application, documents may be uploaded at a later date.)

Documentation Type	Document Instructions
Governing Document	Governing document containing a dissolution clause
Accounts	Copy of your latest available accounts
Bank Statement	Copy of a bank statement no more than 3 months old. Must clearly show account name, account number, and sort code.
Safeguarding Children	Copy of your policy for safeguarding children
Equal Opportunities	Copy of your Equal Opportunities Policy
Quotations	Please provide quotes in support of your budget costings, for items over £100, if available.
Safeguarding Vulnerable Adults	Copy of your policy for safeguarding vulnerable adults

**Submit Your Application** Status: Please complete all other required sections to make this section available

Please read and agree to the terms and conditions.

(Less than 5 minutes.)

**Contact Details / About Your Group or Organisation**

Check your contact details and enter/check your organisation’s details (address, contacts, management committee, etc.). Once saved, you will only need to update these if changes occur in the future.

Information Apply Here

**Application Form**

Please use the buttons on the right-hand side to start each section. All sections are required unless stated otherwise.

Please note: for the shorter sections, if you open them then find you are not ready to complete them, please use the Previous button to get back to the main screen.

**Check Contact Details** Status: Optional, please check and update if required

Check and update the contact details we hold for you and your organisation.

[Check Details](#)

Optionally add backup details for yourself.

(Less than 5 minutes.)

**About Your Group or Organisation** Status: Completed, last checked and confirmed 16/3/2026

Please provide details about what you do and what type of group or organisation you are.

If you've previously provided this information you can also update it here.

Please also provide current bank account details.

(Between 5 and 30 minutes depending on the size and complexity of your group or organisation.)

[Add or Update Information](#)

## About Your Project

This section can be saved and completed later. Questions may vary by fund, so please read carefully. Only mark as complete when you are satisfied with your answers, you cannot edit afterwards.

Information [Apply Here](#)

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### About Your Project

Please enter a project name if you have one. ?

Project/Funding Start Date ?

Project/Funding End Date ?

Is this new work? ?

How will you spend this grant to address need in your area?

What positive changes would this grant make to the lives of people who use your project/service?

Should a reference be required there will be a section at the bottom of this page to complete.

### Please provide details of a referee

Referee Company Name	Referee Job Title
<input type="text"/>	<input type="text"/>
Referee First Name	Referee Surname
<input type="text"/>	<input type="text"/>
Referee Phone Number	Referee Email
<input type="text"/>	<input type="text"/>
Referee Street Address	Referee Town
<input type="text"/>	<input type="text"/>
Referee County	Referee Postcode
<input type="text"/>	<input type="text"/>

When you are happy you have answered all questions fully, please use the checkbox below. If you would like to return to this section later, please leave this unticked.

Mark as Complete

## What Geographical Areas

Select your local authority and/or wards and enter a benefit area postcode. This section must be completed in one go and cannot be edited later.

Information [Apply Here](#)

**What Geographical Areas**

Please confirm which areas the beneficiaries will come from.

Please select which areas by ticking the boxes on the left-hand side of the table below.

11 of 11 Items • 0 Items selected

<input type="checkbox"/> Type	Geographical Area Name
<input type="checkbox"/> Ward	Lindhurst
<input type="checkbox"/> Ward	Oakham
<input type="checkbox"/> Ward	Rainworth North & Rufford
<input type="checkbox"/> Ward	Rainworth South & Blidworth
<input type="checkbox"/> Ward	Newstead Abbey
<input type="checkbox"/> Local Authority	Newark and Sherwood
<input type="checkbox"/> Local Authority	Mansfield
<input type="checkbox"/> Local Authority	Gedling

Please provide a postcode which represents the geographical area you will benefit. ⓘ

[Previous](#) [Save Geographical Areas](#)

**Choose Targets**

**This section must be completed in one go and cannot be amended after you save .** Please do not click through this section to see what comes next as the system will automatically save even if you haven't input any information.

**Outcomes:**

Please select your outcomes. Choose one primary and one secondary outcome (if applicable) which reflects what you want to achieve through this funding.

Information [Apply Here](#)

**Outcomes**

We use outcomes and indicators of progress to track how grants, investments and our own actions contribute to our impact goals.

Outcomes will help us, and you, identify tangible results for the work that you plan to do and that we may fund. Outcomes may change and may be difficult to predict, and so we won't mind if they change, or if you don't achieve these outcomes. We would, however, like to have some idea about what the outcomes of your work may be.

Key outcomes mainly focus on what you want to achieve through this funding. What would you like to be able to report on? They should align with the outcomes expected within the fund criteria. They should be specific, measurable, realistic, clear and focused. We do not want you to state an outcome that will potentially be difficult to achieve, or will cause you unnecessary difficulties when managing your project.

We will look for progress on these outcomes when we seek reports from you, and so you should ensure that there is a process in place to monitor how you are achieving these outcomes.

Choose Primary Outcome

--None--

Choose Secondary Outcome

--None--

[Previous](#) [Next](#)

**Indicators:**

When you click onto the next page you will see a list of the relevant indicators that reflects the outcome of your project.

**Choose Indicators**

An indicator is something that you can measure, and define. It may be numbers of people benefitting from your work, number of events you have organised for example, or it could be more qualitative, and focused on changes in behaviours, and thoughts as a result of your work.

Please use the tick-boxes to select one or two indicators for each of your chosen outcomes.

Please choose ones that you will be able to report on and that will illustrate what you have achieved at the end of your grant.

**Available Indicators**  
79 of 79 items • 0 items selected

<input type="checkbox"/> Outcome Name	<input type="checkbox"/> Indicator Question
<input type="checkbox"/> Improved Community Cohesion via workshops, events and community facilities	Number of people reporting a sense of pride in their local area
<input type="checkbox"/> Improved Community Cohesion via workshops, events and community facilities	Number of people reporting an increase in personal aspirations and goals
<input type="checkbox"/> Improved Community Cohesion via workshops, events and community facilities	Number of people reporting an increased awareness and understanding of other cultures
<input type="checkbox"/> Improved Community Cohesion via workshops, events and community facilities	Number of people reporting better access to services or support
<input type="checkbox"/> Improved Community Cohesion via workshops, events and community facilities	Number of people reporting improved mental health or wellbeing
<input type="checkbox"/> Improved Community Cohesion via workshops, events and community facilities	Number of people reporting improved social networks
<input type="checkbox"/> Improved Community Cohesion via workshops, events and community facilities	Number of people reporting increased interpersonal (social, communication and relationship) skills
<input type="checkbox"/> Improved Community Cohesion via workshops, events and community facilities	Number of people reporting increased interpersonal (social, communication and relationship) skills

Please add a number in the count column which represents the estimated numbers and provide any other comments relating to your project in the 'Add details here' box

**Estimated numbers**

If you can, please add estimated target numbers for your Indicators. However, please don't worry if you don't achieve these numbers. It gives us a guideline when assessing your application. We are happy for you to learn and do things differently if you need to.

Please add your estimated numbers in the Count column. You may also add any additional comments you wish to make, such as how you will collect the figures.

Click on the pen icon to edit each box.

	<input type="checkbox"/> Outcome Name	<input type="checkbox"/> Indicator Question	<input type="checkbox"/> Count	<input type="checkbox"/> Comments / Evidence
1	Improved Community Cohesion via workshops, events and community facilities	Number of evictions avoided		
2	Improved Community Cohesion via workshops, events and community facilities	Number of people reporting a sense of pride in their local area		
3	Improved Community Cohesion via workshops, events and community facilities	Number of hours of community activity provided		

## Who Will Benefit

This section must be completed in one go and cannot be amended after you save.

Information [Apply Here](#)

**Themes And Who It Will Benefit**

\*How many people will directly benefit from this funding?

\*Primary Beneficiaries - Please select the primary beneficiary group for this grant.

Other Beneficiaries - Please select any other beneficiary groups that apply. ⓘ

- Adults
- Black Asian and Minority Ethnic (BAME)
- Carers
- Children and Young People
- Cognitive differences

\*Primary Theme - Please select a single option to represent the primary theme of your project.

Other Themes - Please select any other themes that apply. ⓘ

- Disability and Access Issues
- Domestic violence
- Economy
- Economy Education, learning and training
- Education, learning and training
- Environmental Issues

\*Primary Ethnic Group - Please select the primary ethnic group that will benefit from this grant.

Other Ethnic Groups - Please select any other ethnic groups that apply. ⓘ

- African
- All Ethnicities
- Any other Asian background
- Any other Black/ African/ Caribbean background
- Any Other Ethnic Group

\*Primary Age Group - Please select the primary age group that will benefit from this grant.

Other Age Groups - Please select any other age groups that apply. ⓘ

- Early Years (0 - 4)
- Children (5 - 12)
- Young People (13 - 18)
- Young Adults (19 - 25)
- Adults (26 - 64)

Primary Gender - Please select the primary gender of those that will benefit from this grant.

Primary Activity - Please select the primary activity of your project.

Please select a Sustainable Development Goal (SDG) most closely aligned with your project.

[Previous](#) [Add Theme/Beneficiary Info](#)

**What It Will Cost**

This section must be completed in one go and cannot be amended after you save. Have your project budget ready before starting. Ensure the amount requested matches the total project cost at the bottom of this section. Depending on the size and type and fund available this section may ask for a basic budget breakdown or full project costings.

Information **Apply Here**

**What It Will Cost**

Please enter numbers only in currency fields, as these will automatically add the '£' sign.

\*What is the total cost of the service/activity? (including the amount you are applying for with this grant)

How much has been raised so far?

Are you currently seeking other funding for these activities?

--None--

∨ Total Costs

\* Total Amount Requested

Maximum Grant Size Available

£3,000

\* Please provide an itemised breakdown of your estimated costs

Total Cost

[Previous](#) [Add Costs](#)

**Upload Required Documents**

All supporting documentation should be uploaded along with your application. If this is not possible then please ensure that the documentation is emailed to [enquiries@forevernotts.com](mailto:enquiries@forevernotts.com) before the fund closing date. Please note that failure to provide the correct documentation may result in your application being made ineligible, especially if a fund is oversubscribed.

**Upload Required Documents** Status: Incomplete, please add documents

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[Upload Documents](#)

**Submitting Your Application**

Once all sections are complete, click **‘Submit Application’** at the bottom of the screen. You can then view and download your submission in the **‘My Applications’** section of the portal.

Applications are no longer emailed as they are stored securely within the portal.

To access your application, log into the portal:

<https://forevernotts.my.site.com/fundseekerportal/login>

Tip: Take time to read the guidance for each stage of the application form carefully. Only mark a section as complete once you're confident your answers are accurate, as you won't be able to make changes afterwards.

If you have any questions regarding the application process, please contact the grants team on 01623 620202 or email [enquiries@nottscf.org.uk](mailto:enquiries@nottscf.org.uk)