

BOOTS CHARITABLE TRUST GRANTS

GUIDANCE FOR NOTTINGHAMSHIRE APPLICANTS

Please use this guidance to help you complete the application form to the Boots Charitable Trust Grants Programme for a Nottinghamshire application. This guidance will provide further detail on the type of information we require for your submission, and we recommend that you read both documents fully before applying.

- **Application forms:** The application form launches on 1st May 2026. Completed applications will need to be submitted by midday on Friday 15th May 2026. Applications received after the deadline may not be considered.

1. ABOUT THE BOOTS CHARITABLE TRUST

The Boots Charitable Trust (The Trust) is an independent registered charity, fully funded by Boots UK Limited. Our purpose is clear: to support people, customers, and communities wherever we can make the greatest positive impact.

In 2025, we reviewed our funding strategy to ensure our support is focused where it can make a meaningful and lasting difference. As a result, we're expanding beyond our home county of Nottinghamshire to also back impactful projects across the UK.

Our launch in 2026 will be a pilot year to test the new approach. The programme will be reviewed post the first year and changes may be introduced for subsequent years.

The Boots Charitable Trust works in conjunction with CAF (Charities Aid Foundation) who oversee the application process.

2. OUR GRANTS

The Trust will allocate funds on a 50/50 split between Nottinghamshire and national applications.

We are concentrating our grants in the following **funding priorities** for Nottinghamshire applications:

1. Health

- Projects which aim to address health equity and closing the gap faced by different communities.
- Community Healthcare - community health care services, home care, after care, sufferers of medical conditions and disabled people, continuing care.
- Health Education and Prevention – promoting knowledge and awareness of specific diseases or medical conditions engagement for vulnerable people, mitigating against isolation and loneliness

2. Lifelong Learning

- Helping people of any age to achieve their educational potential through supplementary schools, literacy and numeracy projects, community education, vocational/restart education for the unemployed, or alternative education for excluded school pupils

3. Social Care

- Personal Social Services – organisations assisting individuals or families to overcome social deprivation e.g. people who are homeless or disabled and their carers, lone parent and childcare groups and other family support groups.

- Social Preventive Schemes – activities preventing crime, ‘dropping out’ and general delinquency and providing other social care outreach work, social health and safety awareness schemes.
- Community Social Activities – activities to promote social engagement for vulnerable people, mitigating against isolation and loneliness.

4. Community Development

- Helping groups to organise and respond to problems and needs in their communities or networks. This could include groups such as Councils for Voluntary Services and Citizens Advice Bureau.
- Helping communities to improve their environmental sustainability. We know that healthy people need a healthy planet, so this could include funding projects that educate communities or a group’s effort to improve the physical environment of their area.

Please note, if your application relates to a project outside of Nottinghamshire please use the ‘Guidance for National Applicants’, which has different funding priorities.

3. ABOUT CAF

The Charities Aid Foundation (CAF) exists to accelerate progress in society towards a fair and sustainable future for all. We believe that the agency of lasting change lies across sectors and borders, in the hearts, minds and hands of those driven to make a difference.

CAF’s independence, expertise and reach enable hundreds of millions of pounds to move across sectors and borders each year and arrive safely with thousands of charities to make a greater impact. CAF’s end-to-end grantmaking service ensures the delivery of effective and efficient programmes that make a measurable difference to the communities they serve

The Trust has engaged CAF to support on the design and delivery of grants for the Boots Charitable Trust. Grant applications will be hosted by CAF through their online platform.

4. APPLYING

Applicants nationwide are invited to apply for a grant from the Boots Charitable Trust.

You may apply for a one-year grant of between £100 and £10,000. Organisations are encouraged to apply for a grant size that is appropriate to the size of their organisation. It is recommended that you apply for a grant that represents no more than 20% of your last year’s income.

Applicants will need to propose how they will use the funding for projects that fit within one or more of the Trust’s funding priorities.

The Trust is particularly interested in proposals that demonstrate how organisations will use their expertise to deliver activities that are aligned to these funding priorities.

5. THE APPLICATION PROCESS

All applications need to be made via the online portal. Use the link on the Boots Charitable Trust website by creating an account on the online portal.

The application form asks for organisational and financial information, along with details of the project and what the grant will be spent on. Please also submit your organisation’s most recent signed published, annual accounts or, if your organisation does not have published accounts, a statement of income and expenditure.

Before submitting your application, you will be asked to agree to the privacy statement, giving consent for data to be shared with the programme partners, for the purposes of the grant programme.

Further information on the privacy policies for the Boots Charitable Trust, CAF and our online provider Blackbaud, is provided in the links below:

- [Boots Charitable Trust](#)
- [CAF privacy policy](#)
- [Blackbaud privacy policy](#)

If you have any difficulties with your application, please email us at: BootsCharitableTrust@cafonline.org

6. ELIGIBILITY

When completing your application, you will be asked a number of questions to ensure that you are eligible to apply for this funding. Please be honest in your answers, we want to ensure you are a good fit for this programme and align with its eligibility requirements and not take up time applying for a grant that you are not eligible for.

Funding will not be considered for:

- Individuals
- Organisations that are not registered charities
- Charities seeking funds to redistribute to other charities
- Projects for which there is a legal statutory obligation
- Capital projects, large building or construction
- Projects with ongoing maintenance costs that would be dependent on Boots Charitable Trust funding for delivery to continue.

7. APPLICATION ASSESSMENT

Please ensure that your grant request aligns with the Trust's funding priorities.

All applications undergo a thorough review by CAF against the assessment criteria, which aligns with the priorities of the Trust. Recommendations are reviewed by the Trustees of the Boots Charitable Trust and all grant awards will be approved by the Trust.

CAF policy: Please note that the fluency of your English is not assessed as part of any of our grant programmes. We assess all applications on the detail of their request and the documentation provided, not on how fluently they are written. In the application form we ask applicants whether they are applying in their first language to ensure our assessors do not apply unconscious bias when reading applications.

8. APPLICATION DECISIONS

If your application is successful, your organisation will be awarded a grant in principle. Payments made through Boots UK Limited, who will be in touch to arrange for payment of the grant award. If your application is unsuccessful, your organisation will be notified by email from CAF. Given the volume of interest in this programme, we are unfortunately unable to provide feedback.

9. EXPECTED TIMETABLE

DATE	ACTION	NOTES
Friday 1 st May 2026	Application form live	You can access the online portal to start your application
Midday Friday 15 th May 2026	Application form closes	You must have submitted your application by this date/time
Week commencing 13 th July 2026	Applicants notified of the outcome	You will hear if you have been successful or unsuccessful in your grant application

10. TIPS FOR USING THE ONLINE APPLICATION FORM

- We recommend that you click the 'save' button regularly when working on your application.
- Use the orange tiles at the top to navigate between the pages. Do not use the 'back' and 'forward' buttons in your browser.
- Your session will time out after 120 minutes of inactivity at which point any unsaved changes will be lost (you will see a warning 10 minutes before this). We recommend clicking 'save and finish later' before you leave your computer for any period of time.
- For any numeric questions, use whole numbers only. Do not use commas, decimal points or any other symbols or punctuation.
- It may be helpful to gather together information about your organisation's mission, activities, staff/volunteer numbers etc. before you start.
- For many questions, you can click on the blue 'i' box for additional help and tips on answering the question.

... AND FINALLY

If you have any difficulties with the online portal or if you require any further information or have any queries when you are completing your application, please do email the CAF team at BootsCharitableTrust@cafonline.org

We look forward to receiving your application!