

Grant Application Portal Guidance



MK Community Foundation

Funding Fairness



[Forgot your password?](#)

[Register as a New User](#)

Registering on the MK Community Foundation Grants Portal

Everyone will need to register as a new user on our new portal, even if you've applied to us before.

→ On the login page, select "Not a Member" at the bottom.

To register, please fill out the information below.

* Who will you be applying on behalf of?

☐ An organisation or community group

Step 1: Organisation Type

We only fund groups or organisations, so please select:

✓ **Organisation or Community Group**

Step 2: Has Your Organisation Applied Before?

If you're sure you're new to us → Select **"No"**. You'll be asked to confirm your eligibility and add your organisation's contact details.

If you think your organisation might have applied before → Select **"Yes"** and the portal will try to find a match.

To register, please fill out the information below.

* Who will you be applying on behalf of?

- ☐ Myself or a member of my household
☒ An organisation or community group

* Has your organisation or group previously applied to Milton Keynes Community Foundation?

- ☐ Yes
☒ No

Eligibility

Our funding is restricted for the benefit of Milton Keynes residents. We are unable to consider requests for funding for people outside of Milton Keynes.

Does your work specifically benefit residents living within Milton Keynes?

- ☐ Yes
☐ No

To be eligible applicants need:

- A management committee (the people who are responsible and make decisions - Trustees or Directors) of a minimum of three unrelated people.
- A signed constitution (governing document or set of rules).
- A bank account in the name of your group which requires two signatories / dual authorisation.
- A Financial Policy (a document which lays out how you manage money and payments).
- Safeguarding Policy and Procedures - we recommend that all organisations should have a safeguarding policy and if you work with children, young people, or vulnerable adults you must have a Safeguarding Policy and Procedures.
- Your Accounts to clearly show Unrestricted and Restricted income and expenditure separately - from the moment it comes into the organisation, to the moment it is spent.

If you are a CIC, in addition you will need to demonstrate:

- You have a minimum of three Directors, the majority of whom are not paid employees.
- That the salaries and benefits of any paid Directors are approved by a majority of non-executive Directors and are reasonable and proportionate to the work they do and the financial position of the organisation.
- There are no Persons with Significant Control.

Can you confirm that the organisation is eligible?

- ☐ Yes
☐ No

Step 3: Contact Details

- Enter your personal work contact details.
- Tick the box to agree to us storing them.

Contact Information

Title

--None--

* Phone

* First Name

* Email

you@example.com

* Last Name

* Data storage and processing

☐ I understand Milton Keynes Community Foundation will securely store and process the information I provide, and may contact me in relation to grant applications. I confirm that I am over 18 years of age.

Next

Record Found...

If a match is found

→ Click Next, then follow the instructions to set up your login and password.

If no match is found →

It may be because:

- You personally haven't applied for a grant before, or
- Your email address has changed.

If you're sure your organisation has applied before, please contact us so we can check the database.

If your organisation hasn't applied before, tick "I wish to continue and create new records".

No contact record with a matching email address was found.

* Please choose an option below:

- ☐ I wish to continue and create new records
- ☐ I wish to contact you so that I can link to existing records (this will take you to our contact page)

Previous

Next

Step 4: Organisation Details

- Provide your organisation's registered address (not your personal one).
- If your organisation has a general email or website, you can add them here.

If your address is the same as your contact address, select “same as above” at the bottom.

Please provide the following details:

* Name of organisation or group

* Address of organisation or group

* Street

* City

* State/Province

* Zip/Postal Code

* Country

Main email of group or organisation

Website address

* Please confirm if your contact address is the same as that for your organisation or group

☐ My contact address is the same

☐ My contact address is different

Previous Next

Almost there!

Click

Next

A user account is now being created and you should receive an email shortly with your username and a link to set your password.

If you do not see this in your inbox, please check your junk folder.

If you still do not receive the email, please contact us via the details on our main website.


Thank you

Next

Step 5: Activate Your Account

You'll receive a registration email – **make a note of your username!**

Click the link in the email, set your password, and you'll be taken to the portal.

 **Tip:** Add the portal web address to your favourites so you can log in easily in the future.

CAUTION: This email originated from outside of MKCF. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Annie,

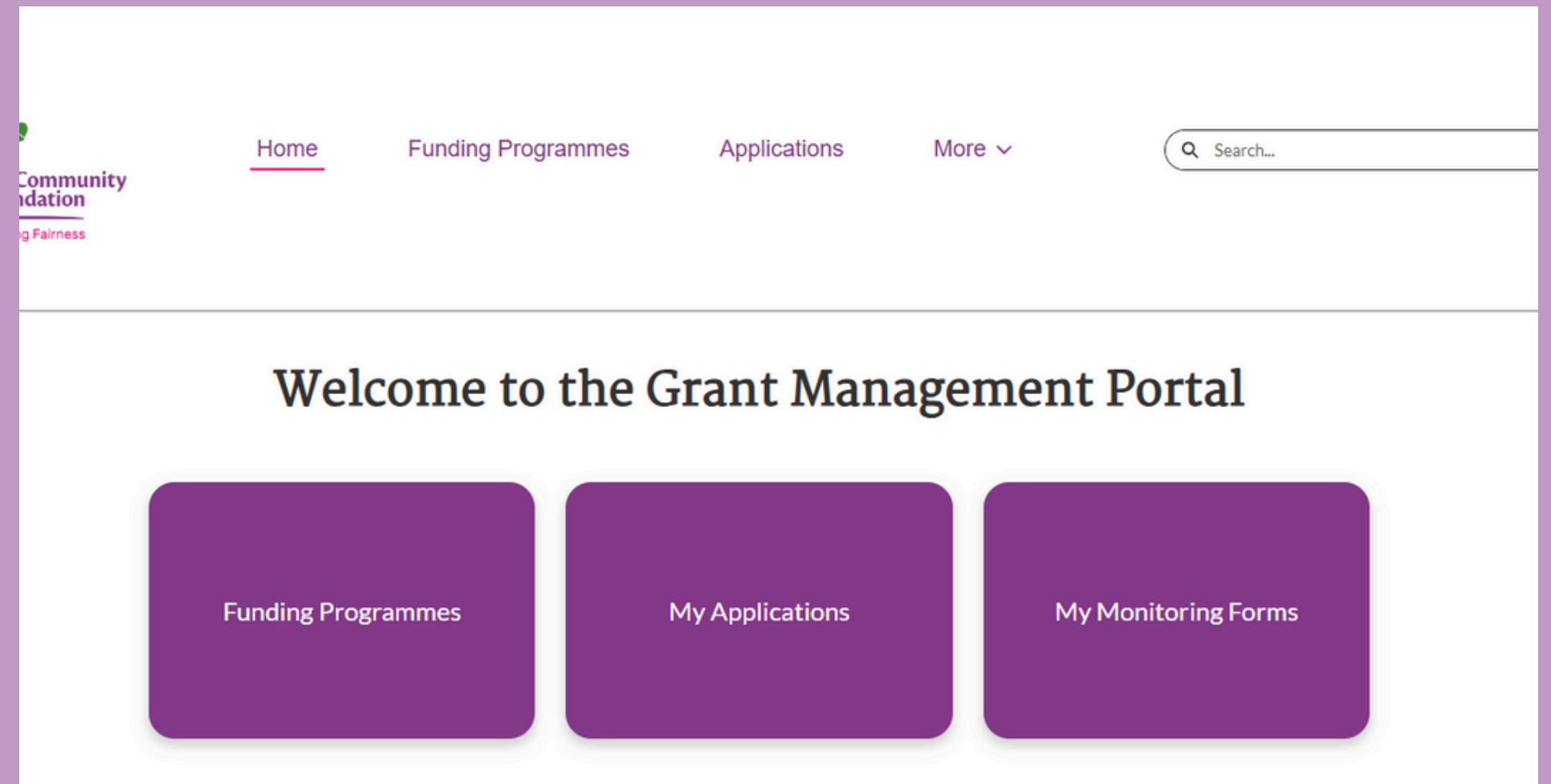
Welcome to Fundseeker Portal! To get started, go to https://miltonkeynescommunityfoundation.my.site.com/fundseekerportal/login?c=tpUmkKtm5qKcuTIOk0860H8fSAzvFuWW5r.lwOpMFgig1_6zMh_k.EMgznQ8cB1PJ4iFZ5mtLCafsu_nkC4B6zz8JcYL6Egfca0kzY3uqXlkapjIne5Y6anm0vFS7V2mpBGmUiFbcTMH0mqP6r6BUZgbm8MP.R6X.c60Ik285otbliFNJv9l4Ad9q2Sc.A5EGUEC_lT6rPTai84a_1WpTQZ4mCMQSaQA0jOMCpHqLMQA.v1alp4%3D

Username:
annie.anonymous@mkcommunityfoundation.co.uk.portal

Thanks,
Milton Keynes Community Foundation


Step 6: Start Your Application

Once logged in, go to the Funding Programmes tab.



Open Funding Programmes

Browse the open programmes and click on the programme name that fits your project.



Home

Funding Programmes

Applications

More ▾

🔍 Search...

🔔

👤

If there are any open Funding Programmes for applications they will appear below:


OPEN FUNDING PROGRAMMES

Funding Program Name	Status	Start Date	End Date
2025/11 Sapling Grant	Kick Off/Launch	24/09/2025	31/10/2025
OAK 2026/01	Kick Off/Launch	26/09/2025	12/12/2025

Funding Programme Detail

Please check the programme description to make sure you are in the right funding programme and you meet the criteria.

To start the application, click on '**Apply Here**'

 Funding Program
2025/11 Sapling Grant

Status	Start Date	End Date
Kick Off/Launch	24/09/2025	31/10/2025

To start a new application or resume an existing one, please select the Apply Here tab below.

Information APPLY HERE

Funding Program Name
2025/11 Sapling Grant

Programme Description
Sapling Grants
A monthly grant programme for applications up £5,000.
Sapling Grants are approved by an internal panel, and a decision is usually known within 2-3 weeks of the deadline date.
Closing date for applications is **usually the last Friday of the month.**

Before applying, please take a moment to go through the following questions:

1. Is your project serving people within the Milton Keynes boundary? Use the **map** below to check.
2. **Read Our Grants Policy** - Before applying, please take a moment to read our Grants Policy to understand what we're able fund, our criteria, and any exclusions.

Note for CICs
To be eligible, your Community Interest Company (CIC) must have been incorporated **within the last three months.**



Need Help?

If you get stuck at any stage, our Philanthropy team is here to help:

✉ applications@mkcommunityfoundation.co.uk

☎ 01908 690 276



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