




## Applying with the New Portal

The Community Foundations for Lancashire and Merseyside has introduced a new online database for applications and monitoring. We are phasing in a new Fundseeker Portal which all funding programmes opened after 22nd June 2026 will use.



### Through the new 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!

[Lancashire](#)

[Merseyside](#)

-  Select the fund you would like to apply to
-  Click the **‘Apply Now’** button at the bottom of the fund page. The screen below will appear



COMMUNITY FOUNDATIONS FOR LANCASHIRE & MERSEYSIDE Home

**COMMUNITY FOUNDATIONS FOR LANCASHIRE & MERSEYSIDE**

[Forgot your password?](#) [Are you an employee? Login here](#) [Not a member?](#)

1. Click **'Not Registered'** to create your account
2. You will receive an email with a link to set your password
3. Once registered, you will be logged into the portal and can begin your application
4. From the portal homepage, click on **'Funding Programme'**

A list of funds open for applications will appear as below.



## Completing your application

Select your chosen funding programme and click **'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

### Preliminary Information

Enter your organisation's details (address, contacts, management committee, etc.).

Once saved, you will only need to update these if changes occur in the future.

## About the 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.**



### What Geographical Areas?

Select your **local authority** and enter **your postcode**.

This section must be completed in one go and cannot be edited later.

## 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.



## Indicators

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

Please add a number in the count column which represents the **target number of people** who will benefit, and provide any other comments relating to your project in the 'Add details here' box.

	Outcome Name	Indicator Question	Count	Comments / Evidence
1	Improved or expanded local environment and/or public space	Number of new community facilities created		
2	Improved or expanded local environment and/or public space	Number of people attending activity sessions		



### Who will benefit?

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

### What will it 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 your calculations and meets/is less than the “**Maximum Grant Size Available**”.

### 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 **[applications@cflm.org.uk](mailto:applications@cflm.org.uk)** before the **fund closing date**.

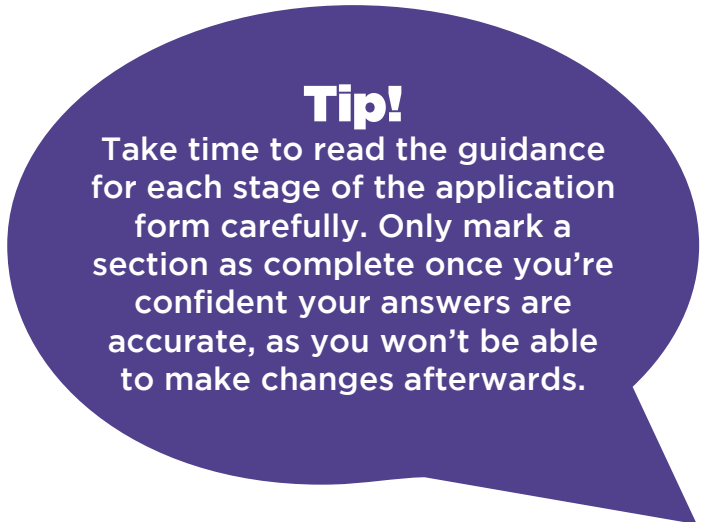
Please note that failure to provide the correct documentation may result in your application being made **ineligible**, especially if a fund is oversubscribed.

### 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. You can see the status of your application here, and will receive an email and notification when a decision is made.

Applications are no longer emailed as they are stored securely within the portal for you to view when you are logged in.



### 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.