Community Trust Fund Online Process Guidelines

The application process has been designed to be as simple as possible, but before you get started there are a few things to remember.

Funding Criteria - please view this before completing the application.

The current application database uses Microsoft Forms – it **does not** allow you to save the application as you go along, nor does it allow you to access it to make any amendments once you have submitted.

All fields are mandatory and must be completed, or it will not allow you to progress through the form.   If you want to leave blank, simply put a zero if it is asking for a number, or type Non (or similar) if it is asking for text.

All applications MUST be submitted and completed on-line to be considered.

Once your application is submitted you will receive a confirmation e mail with a link to your application – you should reply to this to attach your supporting documents. Failure to do this could slow down your application process or indeed lead to your application being rejected.

What information will I need to complete an application?

Name and Title of applicant

Address – Phone – E mail

If part of larger organisation – head office details

How much you want £'s (maximum £3k)

Bank details – account name, sort code and account number (this is needed twice)

Postcode of project

Summary of Organisation and Objectives of the Project

Headline of project – summary of reason for funds – who will benefit

Project outline

Group details – do you have following in place? Public Liability Insurance/Buildings Contents Insurance/Qualified First Aider/Child Protection Policy/Health and Safety Policy/Constitution / Rules

Fees – do you charge? If yes, give details

Eligibility of your group – who can join?

Approvals – do you need approval? If so who from/ have you got it/ any other parties to be considered?

Timescale for delivery – proof of spend within 3 months?

Finance – confirm you have balance sheet / annual report – an established group with clear banking / financial records/ not for profit

Full details of cost of the project

Any other funders – details of who and how much / any other applications pending

PR – information about who your local press are?

Group make up – how many members / male/female split – age under 5, 6 – 16, 16 +, 65+ split / disability?

Supporting documents – in order for an application to be considered, supporting documents must be supplied. These can be attached to the link sent to you in your confirmation e mail once an application has been submitted.

Essential

Recent Bank Statement (within at least 6 months) *must show account number and group name*

Quotes **-** i.e. what items are you asking for the Trust Fund to support. Note: the trustees like to see at least two quotes as this demonstrates that you are looking for the most competitive price.

Financials i.e. Income & Expenditure, Balance sheet.

If you are a newly set up group this is not a problem but, you need to demonstrate the viability of your group i.e. Project plan/spend/resources such as other funds raised or people involved. Trustees are looking to see that your group can see the project through.

Groups constitution, as this will show the trustees what the group's aims and objectives are.

Optional **-** Photographs – or other supporting information also welcome.