

# 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.
- You may also find it useful to view our Terms and Conditions of the grant
- The form can be completed in stages, so you don't have to do it in one go. You can part fill the basic information i.e. email, correspondence details etc and then save it. Once saved you will be sent a link to the email address you supplied on the application, you can then go into the form as many times you wish but please note: once the form has been submitted, you can not access it, as it will be submitted to the Administrator. All fields with a red box with 'M' denote a mandatory field and must be completed, or it will not be saved.
- You may want to print the form off and complete it by hand but please **DO NOT** send this via the post, as it will be rejected. All applications **MUST** be submitted and completed on line to be considered.
- All supporting information must be uploaded and received with your application when submitting your form 'or' it could result in the application being rejected.

### **So before you start - have to hand the following**

- Recent Bank Statement (within at least 6 months)
- 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.
- This is your opportunity to sell your project to the Trustees, so feel free to upload up to a maximum of 5 pictures, if you feel this will enhance your application.
- Groups constitution, as this will show the trustees what the group's aims and objectives are.
- Supporting Information - there is a section on the form, which allows for this but this should be limited to a maximum of 500 words, as any excess will be disregarded.