

We accept applications at any time, so there are no formal deadlines for submitting applications. We will let you know the outcome of your application as soon as we can. We review all applications in the order in which we receive them. You will receive an acknowledgment letter within four weeks of sending in your application. Please note that once an acknowledgment letter has been sent there may be no further correspondence until you hear the outcome of your application.

We ask that applications are sent to us as hard copies only through the post.

The Trustees will consider every application they receive individually and on its own merits. Alongside the details of what you are seeking funding for they will give consideration to the likelihood of your success in raising any other money you need, your financial viability and sustainability, whether you have the capacity to achieve what you are setting out to do, the need for your project and the difference it will make. Please ensure as best you can that your application enables us to make these assessments. In demonstrating need you could illustrate what you've achieved up to now, the number of people you have volunteering with you, the success of your other fundraising, or similar things relevant to you and your application.

Please make sure that you have included all of the following with your application before sending it in the post to us:

Requests for a grant of £10,000 or over

- Completed and signed application form including full details about your project, its budget, you or your organisation and your budget. Please tell us how you plan to raise all the money you need.
- Copy of your most recent report and audited accounts (and if you are required to submit your report and accounts or an Annual Information Return to the Charity Commission please confirm that this has been done).
- If you are funded from public sector funds in any way e.g. local authority or the Arts Council of England, please include information about your current funding position.
- If you are not a charity and/or have no audited accounts please provide the details of two people outside your project and your family that we might choose to talk to about you or your work in advance of our considering your application or making a decision. Please confirm that they have given you permission to put their names and contact details forward to us.

Requests for a grant of up to £10,000

- Completed and signed application form including full details about your project, its budget, you or your organisation and your budget. Please tell us how you plan to raise all the money you need.
- Copy of your most recent report and audited accounts (and if you are required to submit your report and accounts or an Annual Information Return to the Charity Commission please confirm that this has been done).
- If you are funded from public sector funds in any way e.g. local authority or the Arts Council of England, please include information about your current funding position.
- If you are not a charity and/or have no audited accounts please provide the details of two people outside your project and your family that we might choose to talk to about you or your work in advance of our considering your application or making a decision. Please confirm that they have given you permission to put their names and contact details forward to us.