



# Trust Application Template

## Housekeeping Questions:

1. Charity number, companies house number, VAT Registration Number
2. Primary contact at applicant organisation
3. Secondary contact
4. Your organisation, mission statement, short description etc
5. Last audited accounts

## Project Questions:

**(will vary depending on the size/focus of the funder)**

### The Project:

- Basic questions including: start/end date, has the project already started?
- What are the main activities that you will carry out in order to achieve your outcome? Explain who will be involved and the timescales involved.
- What are the projects aim and outcomes? Some funders like to see around four outcomes, with a focus on the change that will happen.

### The Need:

- What is the need you are going to meet? What evidence do you have about the need?
- What types of people will benefit from your project and what evidence do you have about their need and the level of that need?
- Are there any local, regional or national strategies and how does your project fit with them?
- Have you worked with you beneficiaries or spoken to them while designing your project?

### Measuring Progress:

- Have you set indicators, indicator levels and timescales?
- Do you have stretch outcomes that could allow for extra ambition.
- What are your long-term outcomes beyond this project?
- How will you handle unexpected problems?
- How will you capture what you are learning from the project you are running?

### Sustainability:

- What are you doing to make sure your project is sustainable?

### The Budget:

- Total Project costs (including salaries, overheads, venue hire, resources etc)
- Total requested amount
- Matched funding requirements - trusts like to see they are contributing as part of a group of people.
- Partnerships Funding Breakdown
- Full cost recovery
- VAT recovery