



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