



Application Guidelines

We recommend that applicants first read about the Trust's general philosophy and policy areas before applying for funding to ensure that their grant application is eligible.

Applying online

If you wish to make an application you can simply click on the relevant link to the grant programme, found on our website. **The Trust only accepts online applications.** Hard copy and email applications will not be processed. If you have any difficulties or queries please contact the Trust Manager at s.wright@agneshunter.org.uk

Completing the online application form

The following points will help you in completing either of the online forms:

- 1) We recommend using Google Chrome as the preferred web browser for the completion of your online application. This is particularly useful for the print function before final confirmation of your completed online form.
- 2) The online forms can be scrolled through in their entirety prior to completing, and you will not lose any information. There are six sections to the form.
- 3) You may complete the form in any order, with the exception of Section 6.
- 4) If you would like a paper copy/ blank template to work on before completing the online form you can download a blank Word document version using the sub-link in the top right corner of the online form. This Word document is for reference only and does not constitute a formal application form. You can then copy and paste each section on to the online form.
- 5) You can save your draft application form by using the Save button located at the top and bottom of each page. This will generate a message for you to enter your email address and create a password. You can then either close the link or resume the application form. Please note that each time you click on the Save button this same email/password message will appear and you will need to re-enter the same email and password combination. This ensures that you save the most recent version of the form, and is not a duplication but part of the online process.
- 6) As long as you have saved your progress you can log-off your computer/close the tab/use a different computer and still return to your online application form at the stage that you had left it.
- 7) Once you have entered your email and password to Save the online form, you will receive an automated email from s.wright@agneshunter.org.uk which will confirm

this action and includes a link back to the application form. Please check the Junk inbox of your email in case it is in there.

- 8) You can also use the main link to the online forms from the Agnes Hunter website. This will open a new online application form, and in the top right you will find a link titled 'Resume a previously saved form'.
- 9) You can only work on one online application form at any one time (regardless of which grant programme you are applying to) unless you use a different email address and password.
- 10) Mandatory fields in the application form are marked by a red asterisk. These must be completed or you will not be able to submit your application.
- 11) Please note the word counts that are stated for the larger text boxes/ responses. These may be hidden until you start to type in the text box, but they are noted in the blank Word document copy (see point 4).
- 12) You can expand the answer text boxes by holding and dragging the bottom right corner of the text box. This will allow you to see what you are typing.
- 13) We recommend using numbered bullet points and subheadings in capitals to separate long pieces of information in the online form. Underlined and bold text will *not* be pulled through and paragraphs may run together.
- 14) Section 1 asks for details about your organisation and whether this is your first application to the Trust. We request a main contact for the purpose of processing and assessing this grant application, and an alternative contact can also be supplied. By providing us with details of a secondary contact you are confirming that they have given you permission to share this information with the Trust. Later in this section you will also need to have information about any previous applications (over the last 5 years) to hand.
- 15) In Section 2 you will be asked various detailed questions about the project for which you are applying. We ask for measurable information about the key activities and targets of the project – i.e. the numerical or quantifiable data. "Outcomes" mean the differences or changes that your work makes to your users or to people taking part.
- 16) In Section 3 please supply financial information about the project and your organisation. The Total Project Cost should include all relevant delivery costs associated with the project/ service for which you are requesting funding towards. The Grant Amount should be the total grant amount that you are requesting, whether spread over one, two or three years. There is a section for you to complete with other funding sources/ grant applications that are pending decision or have been secured. We also ask for current annual figures of statutory income as well as total income and total expenditure for your organisation.
- 17) In Section 4 you will need to confirm that you have read and understood the Trust's Privacy Policy, particularly in relation to the collation, use and storage of personal information, and that you are aware of your rights. Please refer to our website <http://www.agneshunter.org.uk/privacy-policy/> . The Trust also requests confirmation that your organisation has relevant policies and procedures in place, including safeguarding policies where relevant. Finally, you will be asked whether you are

happy for the Trust to publish details about your organisation on its website, however consent for this point does not affect the grant-making process.

- 18) In Section 5 you will be asked to upload relevant documents such as a Project Budget, Annual Report, Audited (or independently examined) Accounts, Governance document and any relevant Job Descriptions. Please ensure that you have these documents to hand. There is a total upload limit of **20MB**. Please remember not to include personal details - i.e. named individuals - in any of the supporting documents, unless it is a legal requirement to do so (e.g. Trustee names in Accounts), in line with the Trust's Privacy Policy and GDPR regulations.
- 19) In Section 6 you will be asked to press the Submit button. **This will open a Review page where you will be able to read your entire application and print it out (or print to PDF) if you require.** You will then need to click on the Confirm button to submit your final version. This will generate a response email from s.wright@agneshunter.org.uk confirming the Trust's receipt of your application and supporting documents.
- 20) Remember that each new grant application is treated as a 'stand alone' submission, so it should not be assumed that the Trust has previous knowledge of your charity and its services/projects.
- 21) By submitting a completed online application form you are confirming that the Agnes Hunter's Trust is authorised to hold the personal data of any individuals identified within the form, and that you have their agreement. This information will only be used for the purposes of assessing your grant application, managing or monitoring any grants awarded, plus any related administration purposes in line with GDPR legislation. Please refer to the Trust's full Privacy Policy on the website at <http://www.agneshunter.org.uk/privacy-policy/>