



Guidance for all charities, schools and community organisations on completing an on-line grant application.

If you are interested in applying for funding from The Moto in the Community Trust, these tips will help to prepare you to complete the on-line grant process.

These guidance notes give details of the questions asked within the on-line grant application process to assist you in preparing yourself to complete the on-line form.

It should be noted that failure to complete any of the fields on the form will result in your application failing to be approved for consideration so please do ensure that ALL fields are completed as comprehensively as possible.

GDPR Statement for grants

Information provided on your application will be treated as highly confidential and will be managed and stored in accordance with the Data Protection guidelines drawn up by the Moto in the Community Trust in accordance with the Data Protection Act and General Data Protection Regulation. A copy of which can be provided on request from motocharity@moto-way.co.uk or by calling 01525 878500.

Questions required on the On-line Form

1. You will be asked to provide your charity's unique charity number, or tell us if you are a Community Interest Company or Not for Profit Organisation
2. You will be asked to select a date for your application.
3. You will be asked to give the full name and address of your organisation/school, along with a named contact, email address, telephone number and website address/social media address
4. You will be asked to select the name of the Moto site that you are closest to geographically. This should be within 15 miles of your organisation
5. You will be asked to provide background details on your charity/school. The more detail you can provide the better, including your organisation's objectives and current fundraising projects
6. You will be asked to state the amount of funding you are applying for.

7. You should then describe how the money you have asked for will be used, and the time frame for that. The more information you give the more likely your application will be approved for consideration by the board of Trustees. There is a facility to upload documents to support your written application. Please include a breakdown of costs and any quotations you have had, if possible. A minimum of 100 words should be given in this section even if you are uploading supporting documentation.
8. Finally, please tell us where you heard about Moto in the Community. This really helps us to understand how we can promote ourselves and the good work we do.

Please be advised that the application to approval process can take up to 6 weeks to complete. You will hear from us, whether you have been successful or not.

The Trustees encourage applications from:

- Charities or community schools within a 15 mile radius of a Moto site
- Charities who have opportunities for Moto staff to be involved with their group/school

The Trust does not currently support:

- Applications that are for the promotion of religion or politics
- Overseas projects

Please refer to the Questions and Answers section of the on-line grant section of the website for further information or contact the Trust Office by email motocharity@motorway.co.uk or 01525 878500 should you require further assistance.