



Guidance for all charities, schools, not-for-profits and CICs on completing an online grant application

If you are interested in applying for funding from the Moto Foundation, these tips will help to prepare you to complete the online grant process.

Fields marked as required must be completed. You will not be able to submit your application if any of those fields are left blank.

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 Foundation in accordance with the Data Protection Act and General Data Protection Regulation. A copy of which can be provided on request from motofoundation@moto-way.co.uk or by calling 01525 878500.

From 1st July 2022 the Moto Foundation's community grant programme will be changing slightly. From this date onwards any application that is submitted should have the endorsement of a Moto colleague; that is someone employed by Moto Hospitality Ltd. The online form will prompt you to add the name and contact details of the Moto colleague endorsing your application, so please have these to hand.

Questions required on the online 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 if you are a registered Moto Foundation Community Partner or Adopted School – that is officially partnered with a Moto site. If you select yes you will be prompted to name that site
3. You will be asked to select the date of your application
4. You will be asked to give the full name and address of your organisation, along with a named contact, email address, telephone number and website/social media address
5. You will be asked to provide the name, email and/or phone number of the Moto colleague who endorses your application
6. You will be asked to confirm that the Moto colleague you have named has given permission for their details to be used in support of this application

7. You will be asked to select the site that the Moto colleague works at (this is not a required field but is useful to know)
8. 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
9. You will be asked to provide background details on your organisation. The more detail you can provide the better, including your organisation's objectives and current fundraising projects
10. You will be asked to state the amount of funding you are applying for.
11. 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.
12. Finally, please tell us where you heard about the Moto Foundation. 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 8 weeks to complete. You will hear from us, whether you have been successful or not.

The Trustees encourage applications from:

- Organisations within a 15-mile radius of a Moto site
- Organisations who have the endorsement of a Moto colleague

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 online grant section of the website for further information or contact the Foundation Office by email motofoundation@moto-way.co.uk or 01525 878500 should you require further assistance.