

# INFORMATION FOR APPLICANT

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In order for **any application to proceed, a pre-requisite is that you approach one of our sponsors** and tell them in as much detail as possible about your organisation and the grant you are seeking. Our sponsor will then endorse the application and forward it on to the Trust. You will see in the pack a list of sponsors and supporters to assist you.

## How the donation process works

- The Trustees of the Foodstuffs Community Trust has set guidelines for assessing requests for grants. These are listed in the following paragraphs.
- Applications must be made on the Trust's Application form.
- All sponsors and supporters of the Trust will be advised of a grants round and closing dates in ample time for requests to be forwarded by the closing date.
- Emergency requests can be considered at any time by contacting the Secretary, or a Trustee.

## Donation Criteria

In general, grants will be made to assist in alleviating a need in the community of the sponsor or supporter. They will be made through the sponsor/supporter to the person or group for a specific, non-recurring need. Grants will be made under three broad categories.

- **Community Welfare**  
Including health and medical services, care of senior citizens and care of people with disabilities, infants and children.
- **Education**  
Support of individual educational needs.
- **Cultural and Recreational**  
Music, arts sport and environmental needs.

## The Trust will generally NOT make grants for

- Commercial organisations
- Travel to conferences, events, reunions etc.
- Salaries, rents or overhead costs
- Endowments
- Political parties or lobby groups
- Projects which the trustees see as the responsibility of local or central government
- Projects in retrospect, or refinancing of existing debt.
- Private profit.
- Projects requiring ongoing funding.

## General Information

- When assessing your requests, the trustees consider whether the outcomes from the grant are measurable, and whether the grant will cause the achievement of the project target.
- The trustees do not write and tell you we have received your application.
- The trustees may require and seek additional information by letter, phone or a meeting.
- The outcome of an application will be given in writing. The trustees' decision is final.
- The Trust has the right to publicise any grant that it makes, and the right to photograph the presentation to the recipient.
- The trustees may require and seek financial information from applicants.
- Wherever possible the Trust will pay for the requirement directly, rather than provide cash to the recipient.
- Successful applicants will be advised of the timeframe within which the grant is valid.