**Large grants to organisations: application form for grants over £2,500**

**Essential notes before starting your application**

1 This form is for organisations to apply for grant support over £2,500. The form is a Word document. Please save it to your computer and return the completed form, together with the additional information requested by email. Applications are not accepted by post.

2 Please check our charitable objects, which limit the help we can give. You need to be aware of the following:

* 1. People who benefit from the work you want us to support must live in the Trust’s “Area of Benefit”, although your organisation need not be based in the area. This area is shown on our website both as a map and a list of street names. It covers NW3, parts of NW6, NW8 and NW2. Support for the most deprived areas in our AoB (i.e. Kilburn and parts of Haverstock and Gospel Oak electoral wards ) will continue to be prioritised.
	2. In broad terms, HWCT provides grants for:

- The relief and prevention of poverty including homelessness

- Issues of debt advice and debt prevention

- The advancement of health, especially mental health

* 1. If your application is for work covered in b. above, we can consider covering core costs (i.e.regular running costs including salaries for a limited period) or specific projects.
	2. HWCT funds charitable work by properly constituted organisations but they do not need to be a registered charity.

3 HWCT receives many applications and we strongly recommend that you answer questions concisely, avoiding repetition. Separate reports and specific documents can be added in support (but not instead of answering questions). Please read through the application form before you start: We ask first for basic contact details, then in Part B information on the applicant organisation as a whole, and in the rest of the form, about the specific work you want funded.

4 While grants are normally for a year, multi-year grant applications can sometimes be considered but please contact the office before submitting an application for more than a one-off grant.

5 Your completed application will be presented to the Grants Committee which meets four times a year.Deadlines for submission of completed forms can be found on our website. Trustees or staff may visit you or make a phone call before or after considering the application. Remember to allow enough time for this process before the starting date of your proposed project or activity. If the amount requested is over £15,000 the decision will need to be ratified at a Trustees Meeting, usually 6 weeks after the Grants Committee Meeting so a final decision for larger grants may be made several weeks after the Grants Committee Meeting date.

6 If we award a grant to your organisation, we will require a short Evaluation Form to be filled in six months to a year after the project has started. No further grants will be considered from an organisation that hasn’t completed an Evaluation Form for a grant already received.

**NB Applications will be acknowledged. If you have not heard from HWCT in two weeks from submission, we advise you to contact the office to check your application has been received.**