

Guidance Notes

Completing the form

These guidance notes should be read in association with the Application Form.

Qualifying Category

This is the most important box to complete in the Application Form because it will decide whether or not your application does meet with the charitable purposes defined for the Trust.

Choose one category from the following that matches with the work or service you provide and use it to complete the Qualifying Category:

* **Sport:** encouraging and increasing public participation in sport (activities which involve physical skill and exertion). Equipment or competing costs for promising athletes who are unable to self-fund. Assistance for minority sports.

* **The Arts:** travel and course fee bursaries available to promising young people who are able to demonstrate financial need. Support to educational projects through the arts.

* **Education:** for any inspirational projects that have a positive impact and the advancement of education in recognised deprived areas.

* **Culture:** supporting the heritage - tangible or otherwise - of Scotland, through projects that encourage participation in and preservation of Scotland's distinctive culture.

If your application does not meet one of these criteria, *it will be rejected without further consideration*. **Please note that meeting one of the categories does not guarantee funding as awards are made at the discretion of Trustees and their decision is final.**

1. Organisation details

- Name of group, charity or individual: this should be the full name of the applicant group, charity or individual.
- Charity number: this must be provided if a registered charity.
- Date established: when was your group/charity set up?
- General activities of your organisation: it is useful to have an overview of what you do, including your purpose.
- Describe the make-up of your committee/board, including any paid staff: this is helpful in giving an indication of the size of your organisation and lets us see what structure there is – tell us if there is a chairperson, secretary, treasurer etc.
- What regulation(s) is your charity subject to: allows us to understand who may have a statutory interest in what you are doing.
- If you work closely with other organisations: tell us who they are, what you do with them and if it is an ongoing relationship.

2. Funding request

- How much money you need: be honest, ask for what you need.
- What you need the grant for: briefly describe the purpose of any award from the Trust, essentially what you will do with it should you get it.
- How will the money be spent: please if you can break down the costs, showing what the money will be spent on, you should.
- Do you have any funding/applied elsewhere, provide details of amounts applied for: having funds from elsewhere or applying for monies from other sources will not impact on this application. But it does help us get an idea of how you are planning to secure monies to achieve your goals.
- Describe your organisation's current financial position: it is important to us to understand your financial position when it comes to making a grant so be honest.

3. What the grant will be used for

- What will you use the grant for: be specific and brief, list things if that is easier.
- Who will it help and how: will it allow you to do additional things, help more people or simply do what you do better – give examples and how that will benefit your target group.
- How many people will benefit: if you can quantify the impact of the grant, then you should.
- What types of issues will be addressed: tell us about the specific issues that your service or activity will help to tackle.

4. Evaluation

- How will you know you are making a difference: do you have targets for the number of people you want to reach; services you will provide; or other outcomes? If so, share them with us.

5. Additional information

- Anything else that you think we should know and is relevant to your application, use this space to do that. **Do not send in any additional information unless asked to do so.**

6. Signatory

- Please make sure that the contact details provided in this section are those of a person who is easily contactable. It is important that this individual is able to answer any questions that may arise in relation to this application.
- It is essential that a member of your organisation's committee/board (not a member of staff) completes this section and signs the declaration prior to submission of the application form. If you are representing a charity, the address should be the same as that recorded with OSCR.
- By submitting the application on behalf of your organisation you are giving consent for the Witherby Publishing Group Charitable Trust to use any personal data to process the application and administer any subsequent offer of an award.

Please note: all correspondence will be addressed to this individual.

Any Questions?

If you are unsure about anything, in the first instance please check all criteria on our website. If after checking that you have any remaining questions, [contact us](#) and a Trust representative will get back to you.