



West Cornwall Youth Trust Grant Application Guidelines

Our grant application form is available either on our website or in hard copy format. It may be downloaded or completed on line, depending on whether you can supply all the information we request on line.

On both our general leaflet and our website, we outline the background to the West Cornwall Youth Trust (WCYT), our geographic area of operation and describe our aims and objectives.

It is essential if you are considering making an application to WCYT that you read these guidance notes carefully, and then consider whether your charity or charitable organization meets our criteria before you submit your application.

Our grant application form is, in essence, a general checklist setting out the minimum initial information that we are likely to need. Depending on the help you are asking us to consider, you may feel that it would be helpful to provide additional supporting information such as your last audited accounts, some leaflets or photographs/plans explaining more fully exactly what your organization does, and the help that you need.

The WCYT does not have either a full time office or staff, but our Trust Administrator will be pleased to receive any initial contact and enquiries by email, post or telephone call. If you feel it would be useful initially to send us a broad outline of the help you are asking us to consider, we will then contact you thereafter.

After your initial contact, we hope to tell you if we feel we can consider it further. If so, we may ask for more specific information or arrange for us to visit you or perhaps ask you to make a presentation about your request to us.

We are open to grant applications at any time but decisions are normally taken at our quarterly Trustees meetings once we have received all the information we consider necessary from you.

If we decide to support your grant application, it will be on the understanding that our grant monies are used solely for the purposes which you will have agreed with us. We will also require feedback about how successful our grant has been.

Before completing the Application Form you might like to note the following advice, offered from our experience of previous applications:

- An initial informal contact with our Administrator will pay dividends.
- Remember that we favour educational or adventurous activities that provide an element of challenge. We do not usually offer help with an organization's general running or core funding costs.
- When completing the form please avoid jargon, meaningless phrases and generic statements (unfortunately the social and care sectors are much prone to this). Say, in plain English, what you do, what you are asking for, and how it will benefit youngsters.
- Don't write an essay; just give us the key points. Be concise.

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West Cornwall Youth Trust is registered in England and Wales as a charitable company limited by guarantee.
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