



## **Guidance for ROMs/SOMs/Charity Champions on completing an online grant application**

If you are interested in applying for funding from the Moto in the Community Trust on behalf of your existing community partner or adopted school, please take some time to read these tips on how the grant process works and how to ensure you have all the information required before you start the completion process.

These notes give details of the question asked within the on-line grant application process to assist you in preparing yourself to complete the on-line form.

It should be noted that the application process should be undertaken by the ROM/SOM or Charity Champion. All SOMs will receive an alert that a application has been submitted by their site, so please ensure if you aren't the SOM of your site that you have the full permission of your SOM to complete the application process.

### **Questions asked on the on-line form:**

1. You will be required to select your site name from drop down box
2. You will be asked for your name, email and telephone number. Please provide a landline and mobile number where possible
3. You will be asked to give the full name and address of the organisation you are applying on behalf of along with a named contact, telephone number, website address/social media address.
4. You will be asked to add the date of your application
5. You will be asked to give full details of the funding requirements. 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 a document to support your written application. A minimum of 100 words should be given in this section even if you are uploading supporting documentation.
6. You will be asked to enter the amount you are applying for.

Please be advised that the application to approval process can take up to 6 weeks to complete.

**The Trustees encourage applications from:**

- Charities or community schools within a 15 mile radius of a Moto site
- Charities who have opportunities for Moto staff to be involved with their group/school
- Charities that are happy to support your Moto site with their fundraising events

**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 on-line grant section of the website for further information or contact the Trust Office by email [motocharity@moto-way.co.uk](mailto:motocharity@moto-way.co.uk) or 01525 878500 should you require further assistance.