



Guidance for existing Community Partners/Adopted Schools on completing an on-line grant application.

If you are interested in applying for funding from the Moto in the Community Trust and are an 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 failure to complete any of the fields on the form will result in your application failing to be approved for consideration so please do ensure that ALL fields are completed as comprehensively as possible.

GDPR Statement for grants

Information provided on your application will be treated as highly confidential and will be managed and stored in accordance with the Data Protection guidelines drawn up by the Moto in the Community Trust in accordance with the Data Protection Act and General Data Protection Regulation. A copy of which can be provided on request from motocharity@moto-way.co.uk or by calling 01525 878500.

Questions asked on the on-line form:

1. You will be required to select the site name you are partnered with from a drop down box.
2. You will be asked to give the name and contact details of your contact at your local Moto site.
3. You will be asked to give the full name and address of the organisation along with a named contact, telephone number, and 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.
7. Finally, please tell us where you first heard about Moto in the Community. This really helps us to understand how we can promote ourselves and the good work we do.

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

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 or call 01525 878500 should you require further assistance.

The Trust does not currently support:

- Applications that are for the promotion of religion or politics
- Overseas projects