

APPLYING FOR A GRANT THROUGH HIWCF

HOW TO APPLY

1 Carefully study the criteria to see which issues the fund is supporting, and the requirements that any application needs to meet. Click on the fund name to see details of its specific criteria. Our donors and criteria can be very specific and they will be looking for a close match.

2 Please complete the online form, following the **Application Guidance Notes**. When you submit - you will automatically be sent an email confirming your application together with a PDF copy of your completed application.

Supporting documentation that we will need to receive:

- A copy of your governing document (e.g. constitution, memorandum and articles of association or set of rules)
- A copy of your most recent annual accounts, or, if you are a new group your spending plan and a recent bank statement
- Copies of your Safeguarding Policies (if you will be working with children or vulnerable adults)
- A list of the names, positions and addresses of your Management Committee
- **Section B completed and signed**

Note: Supporting documentation can be attached to the online form or emailed to online@hantscf.org.uk or you can post the requested documents to our address on the form.

YOUR APPLICATION WILL NOW BE PRESENTED FOR REVIEW AND YOU WILL BE INFORMED OF THE OUTCOME EITHER BY OUR GRANT'S TEAM OR AN HIWCF ASSESSOR.

3 The assessment stage is generally one month in duration and it is important that all assessor requested information is submitted by the given deadline.

YOUR APPLICATION WILL NOW BE PRESENTED AT GRANT PANEL AND YOU WILL BE INFORMED OF THE OUTCOME BY OUR GRANT'S TEAM

4 If you are awarded a grant, this will be distributed mostly during April, July, September or November.