



## **Cygnus Trust Grant Applications**

### **Guidance Notes:**

Cygnus Trust can only fund grants of up to a maximum of £1000.

### **Who can apply for funding:**

Funding is available to voluntary and community groups in Waltham Forest , Redbridge and Newham:

### **What are the Criteria:**

Applicants need to demonstrate how their project falls within one of the following themes:

Community project  
Arts Cultural activity  
Environment project  
Neighbourhood project

To be eligible, applicants must:

- Be a not-for-profit group or organisation.
- Be working to improve the environment or social welfare in communities within the Trust's Area of Benefit. i.e Waltham Forest, Redbridge and Newham.

Projects must:

- Benefit the community.
- Offer open access to all.
- Demonstrate wide, lasting benefit to all members of the community regardless of race, gender, age, ability or religion.

Churches and other places of Worship wishing to apply for funding must demonstrate that projects will benefit the wider community and not just worshippers.

Priority will be given to groups that have volunteer involvement.

### **Restrictions**

The Cygnus Trust | Registered Charity #1137800 | [www.cygnustrust.org](http://www.cygnustrust.org)



The following are not eligible for funding:

- Individuals.
- Organisations working for profit.
- Running costs.
- Salaries and expenses.
- General repair and maintenance.
- General sponsorship.
- Office costs.
- Office equipment.
- Administration.
- General medical costs.
- Uniforms.
- Individual's sports kits.
- Purchase of land or buildings.
- Projects considered by the Trustees to be the statutory responsibility of local Councils and Government departments.
- Projects already completed.
- Items already bought.
- Projects or activities just for churches/promotion of faith.
- Projects or activities for promotion of political parties.

### **Payment Procedure**

A cheque will be sent to grant recipients within a month of a grant of funding being made. Original invoices and receipts must be submitted within six months of receiving the grant cheque.



### **How many times can we apply?**

You can apply once in any twelve month period.

### **When is the funding awarded:**

The board of trustees meet every two months to decide applications

### **How to apply:**

- **Complete the application form**
- **Enclose copies of additional information contained in the checklist**

### **What happens next:**

Return form by post.

We will notify you of receipt of application within 15 working days and let you know the date of the next trustees meeting.

The trustees will assess your application against our criteria and may wish to seek further information from you before a decision is made.

We will inform you of the outcome of your application within a month of the trustees meeting.

If you are successful we will send you a formal grant offer letter which must be signed and returned to the Cygnus Trust before funding will be released.

The trustees may request permission to photograph or report on your project for publicity purposes.

Funds must be spent on the projects described in your application form. If this is not possible the trustees must be informed and funds returned. You may make a new application for funds for a different purpose.

On completion of your project you must provide proof that the funds have been spent according to your plans set out in the application form. Failure to meet our grant conditions may result in Cygnus Trust requesting the return of the grant.

**The Trustees decision per annual allocation will be final** and no correspondence will be entered into.

Please Note : Any misallocation of granted funds to projects other than described in your application form will severely jeopardise your chance of being granted Cygnus funds in the future.