



## **GUIDANCE NOTES FOR GRANT APPLICANTS**

**Please read the following notes carefully before submitting your application.**

### **Application Process**

Applications should be made on the relevant Ford Britain Trust application form. An electronic version of the forms can be found on our website [www.ford.co.uk/fbtrust](http://www.ford.co.uk/fbtrust) The completed application form must be e-mailed to [fbtrust@ford.com](mailto:fbtrust@ford.com)

We regret that we are unable to respond to funding requests which are not submitted on an application form or applications that are incomplete. Applications that do not meet our eligibility criteria cannot be considered for an award. Once we have received your application, together with any supporting documentation it will be assessed to ensure that it complies with the Trustee's criteria (see below). You will receive an out of office message which confirms that the application has been received. An e-mail will be sent with the outcome of your application whether it is successful or not.

The number of applications we receive far outstrips our resources and, therefore, the number of applicants we are able to help is limited. The decision of the Trustees is final. The Trust reserves the right to visit applying organisations as part of their decision making process to view the project first hand or speak to those involved.

### **Grant applications are NOT considered if they support the following purposes / activities:**

Major building works; Sponsorship or Advertising; Research; Overseas Projects; Travel costs; Religious Projects; Political Projects; Purchase of Second Hand Vehicles; Third Party Fundraising

### **Grant timetable and deadlines**

**Small grants** for amounts up to £250, grant window is available three times each year  
1<sup>st</sup> April to 30<sup>th</sup> June / 1<sup>st</sup> August to 31<sup>st</sup> October / 1<sup>st</sup> December to 28<sup>th</sup> February

**Large grants** for amounts over £251 and up to a maximum of £3,000 are considered in March (deadline 31<sup>st</sup> January) and September (deadline 31<sup>st</sup> July). A copy of the organisation's most recent Report and Accounts should be submitted with all large grant applications.

### **Grant applications supporting the following activities will be considered**

- which has clear benefits to the local community / environment
- involves young people/children
- for education/ schools including Special Needs Schools
- for people with disabilities

Grant applications will be considered from all British locations. However, applications for projects being undertaken/expenditure being made in areas that are in close proximity to Ford Motor Company Limited / FCE Bank plc locations in the UK will receive a higher weighting. Please refer to the postcode lists to determine whether your project is in a community where Ford employees live and work. These are 10 mile radius from Dagenham, Warley and Dunton in Essex; Southampton; Daventry, Manchester and Halewood. For Bridgend, South Wales it is a 20 miles radius. Please see our website for postcode lists showing eligible areas in more detail. Applications can be made by Ford Motor Company Limited / FCE Bank plc, employees or pensioners, or requests for funding towards projects in which they are involved or will benefit from.

Please note that if your application is successful, you will be required to confirm receipt of your grant. Failure to do so, within 3 months of receipt of a grant cheque may result in the organisation becoming ineligible to receive further grants for up to 5 years. Applications are accepted on the understanding that, if successful, organisations agree to possible publicity in any materials that the Ford Britain Trust or Ford Motor Company Limited produce. The Trust encourages and welcomes any appropriate public acknowledgement of grants, including the use of the Trust's logo on any publicity about the grant and / or on any relevant materials that the organisation may produce. A jpeg version of the Trust's logo can be made available to successful applicants upon request.

Grants towards the purchase of new Ford vehicles will be for a maximum of £3,000. Applicants intending to purchase vehicles will need to confirm that at least two thirds of the purchase price has been raised from other funding sources.