

How to apply for funding

West Looe Town Trust does not have a 'standard application form' for funding requests, since applications can and do cover a wide range of scales, from small grants to individuals up to large community-based grants.

In the first instance, applicants should ensure that their request fits within the Trust's charitable scheme, together with the area of benefit (see 'What we do' page of this website). If you are still uncertain about eligibility for funding, please contact the West Looe Town Trust office for advice.

If you think your request is eligible for funding, a written application should be made to the Trustees. This will then be discussed at the next monthly meeting of Trustees. On occasion, the Trustees may ask for further information or may invite the applicants to present their case in person to ensure they give the application full consideration.

In order to reduce delays, and to give the Trustees as much relevant information as required, applicants should consider the following points (where relevant) in their letter of application:

- Does the request fit within our Charitable Scheme?
- What is the application specifically for? (The Trust prefers to pay for a specific items or services, rather than just donate a sum of money, particularly where multiple donors are involved).
- Is the request for match funding? If so, what percentage is being sought from WLTT? (Provided that applications meet the criteria of the Trust's scheme, those applications where WLTT funding provides 'leverage' to access additional funding sources, are generally viewed favourably by WLTT).
- If the application is for match funding, where possible, please give details of the other funders that are being approached.
- How many people will benefit from the funding? If not all the beneficiaries are from Looe (e.g. some clubs and societies serve the wider area) what proportion are from Looe?
- If the request is to purchase capital equipment, have the applicants sought competitive quotes from more than one supplier? (WLTT will ask for evidence of this).
- Will capital equipment be secured/insured against damage/loss?
- For capital equipment grants, does the applicant have financial plans for any maintenance and/or eventual replacement?

- Is the request for 'start up' funding, with the aim that the project/event will be self-sustaining in future? If so, provide further details indicating how this will be achieved.
- Does the request carry risk, e.g. does the applicant seek funding for costs that would be non-returnable in the scenario that the project/event fails, or fails to secure matched funding, planning permission etc.? (In general, WLTT does not fund applications where it's money is at risk, since this does not represent best use of the charity's funds).
- What are the consequences of WLTT not providing funding?
- If the request is not suitable for direct financial funding by WLTT, are there other ways in which WLTT could provide support e.g. use of property/land?

By providing as much information as possible at an early stage, applicants reduce the need for WLTT to request further details, and the inevitable delays that result from this.