

## **LONGLEY TRUST APPLICATION PROCESS**

**The trustees of this independent grant – making charity are particularly keen to receive applications from voluntary groups or charities that are based in Crawley, but will also consider those from organisations based elsewhere if it can be shown to benefit people or groups in the town.**

The application process is deliberately 'light touch' to enable small groups to apply. In the first instance your application need only consist of:

- A brief description of the organisation, including whether or not you are a registered charity (not essential).
- An outline of your current financial position.
- What you would like to use the grant for (this can include normal running costs). Please give an indication of the likely costs of any project, including estimates/quotes if appropriate
- How much do you need?
- Who the cheque should be made payable to, which should be the organisation rather than an individual.

If you are successful, you will receive a cheque within 2 weeks of the meeting date. We do not respond to unsuccessful applicants but may contact you for further information if we need it before making a decision.

**In normal circumstances the grants given will not exceed £1000 and are usually less. The trustees will only consider one grant per organisation per year.**

**We do require written acknowledgment of receipt of the grant for our records please.**

The Longley Trust meets four times a year and considers applications for funding at each of their meetings. Any group wishing to make an application for a grant should send it to:

**The Longley Trust, The Orchard, 1-2 Gleneagles Court, Brighton Road, Crawley RH10 6AD**  
Please make sure that it arrives by the last day of Feb/May/Aug/Nov. It will then be considered at our next quarterly meeting

Updated Dec 2015