

## Initial Enquiry Form: Guidance Sheet for Organisations

We're delighted you have got this far and are considering an application! You should, by now, have discovered how to access our Initial Enquiry Form through the eligibility test on our website. To later access saved applications, please visit;

[https://www.GrantRequest.co.uk/SID\\_114?SA=AM](https://www.GrantRequest.co.uk/SID_114?SA=AM)

Following the above link, you will be asked to enter your chosen email address and password and then be presented with a list of all your current and past applications.

Now onto the application form itself...

- All questions marked with a red asterisk need to be answered before submitting the application form. You will also need to provide a two-page summary and a budget.
- We recommend saving your application regularly.
- You may want to use this guidance to prepare the form offline and then copy and paste it into the relevant sections.

### 1. Your organisation

Please enter your organisation's full name, address, general office telephone number and website URL. Please also enter your Charity Registration Number as recorded on the Charity Commission website, if you are a registered charity.

(Please note, this page will fill automatically if you have applied online for funding from The Portal Trust before, but please check and update any fields that might be out of date)

### 2. You

We would like to know some details about *you*, the person the organisation has authorised to apply to The Portal Trust for funding. We will need your prefix, first and last name, job title and email address. Your email address should be the one you use in the course of your work; please do not use a personal email such as Gmail or Hotmail.

Please can you also provide your direct telephone number so that we can call you if we need any further information.

### 3. Your project

#### 3a. Introduction to your project

Please provide the name of your project. For example, 'The Truancy Programme; Promoting attendance in Tower Hamlets' schools'.

Project description: this is your 'elevator pitch'. If you met the Grants Team by chance in a lift, what would you say? In 150 words or less, what is your project? Whom are you helping, where is it delivered, how many beneficiaries will there be? What makes it worthwhile – what are the primary outcomes? Assume we know nothing about it at this stage (because we probably don't!) and we'll read this bit first.

### **3b. Project duration and finances**

Project start date: if your project is an ongoing programme, please enter the date you would like to have funding from The Portal Trust begin. If you do not yet have a firm start date, please give the best estimate - you can explain later within your two-page proposal.

*Please remember that it can take six months or more for an application to progress from submitting a stage-one application to receiving an award, depending on the time of year, the number of applications we receive and the grants budget available. Furthermore, our Grants Committee usually consider applications at three meetings per year; in March, June and October and even if we wish to take your application forward we cannot guarantee that it will go to the next committee.*

*For the above reasons, please submit your application within plenty of time, and be aware that if you are seeking emergency funding, or your project begins in the very near future this application process may not be the correct pathway for you.*

Length of the project. Please enter the length of time (in months) that you wish funding from The Portal Trust funding to cover. If you want to ask The Portal Trust to support a project longer than three years, please email us at [hello@portaltrust.org](mailto:hello@portaltrust.org) before submitting the Initial Enquiry Form.

Total project costs. Here we would like to know the project's total cost over the time that you have stated in the previous field. Please include all gifts-in-kind, cost of volunteers, overheads and contingencies.

Total Grant Amount. Please enter the total that you are applying for from The Portal Trust over the whole timeframe stated.

In the following three fields, please state the grant you are requesting from The Portal Trust each year. (Hint: these should all add up to the value you gave in the Total Grant Amount field!). If your project is less than three years in length, please leave the later fields blank.

### 3c. Participants and Beneficiaries

We would like to know the ages of the people participating in and benefitting from your project. Choices are given in drop-down menus - please select all that apply.

Using another drop-down menu, we would like to know where your beneficiaries are from. The Portal Trust can only fund projects benefitting young people from within the named inner London boroughs. However, do ensure you tick all that apply and estimate the percentage of beneficiaries from each area (all your estimates together need to total 100%).

We're also now collecting data on the ethnicity of the project's beneficiaries. We know at this stage it will probably be an estimate, but if you could give it your best guess, we'd be grateful. We don't use these figures in deciding whether to offer funding, it's just part of our internal monitoring process.

Lastly, The Portal Trust supports projects that meet its funding priorities, and these can be found listed and illustrated with past examples on our website. Please select the one priority that you feel is best met by your project.

*Note: Our funding can be proportional.*

*eg if only 50% of your participants were from the inner London boroughs, or only 50% were under the age of 25, the Trust would be able to consider funding a **maximum** of 50% of your total project costs and you would need to source other funding from elsewhere. If you are invited to stage two of the application process, we will be able to discuss this further and explore how it relates to your particular circumstances.*

### 4. Declarations

For our recordkeeping, we would like to know how you heard about us and whether you have received funding from us before.

*If you were previously declined, please note that you are not permitted to apply again until one year has passed since your last declination date. Any applications received within this one year period will be declined and will restart the timer.*

Please also read our Privacy Policy – you will be asked to check a box indicating that you agree to this and that the details you have entered are honest and truthful.

### 5. Attachments

We decline many applications due to incomplete or inadequate summaries or missing budget outlines. Please add a short line of text to your summary indicating that you have read this guidance.

For the summary, we ask for a description of your project, no more than two sides of A4 in length, and uploaded as a pdf. The summary should explain your project's

design to the Grants Team and demonstrate how you set yourself apart from the many other applications we will receive. Please also describe your project's objectives and expected outcomes. The summary is the principal section that we will use to assess whether we can invite you to the second stage of the application process.

Your budget should be submitted using the template available here: <https://portaltrust.org/uploads/documents/Application-Form-Budget.xlsx> We do not need a breakdown for every possible expense, but headline figures are generally appreciated; we can get more details from you at stage two if necessary. We need to know that you have a financial plan for the project, even if you don't know where the remainder of the funding is to come from just yet.

### **Finally...**

We hope this guidance has helped you apply to The Portal Trust. Should you have any further questions or comments, please email the Grants Team at [hello@portaltrust.org](mailto:hello@portaltrust.org)

Should you be invited to stage two, further guidance will follow.

Good luck, and feel free to follow us on Twitter [@Portal\\_Trust](#) or Instagram for more updates on our work and changes to our grants programme throughout the year!