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## Applications - frequently asked questions

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Please note that these FAQs are for charities considering making an application to the Swire Charitable Trust's Opportunity, Heritage, Environment and COVID-19 Funding Programmes, and are not applicable to the Trust's Discretionary Programme.

### Applying for funding

#### How do I apply for a grant?

Please start by reading our Application Guidelines document. It is here that you will see what that we do and do not fund. We invite those that are eligible to apply, and whose work is aligned with our current funding priorities, to complete our online funding request. This can be found on the [Apply for Funding](#) page on our website.

#### What geographical areas does the Trust fund?

England, Scotland, Wales and Northern Ireland.

#### Do you consider applications from individuals, social enterprises/CICs or community groups?

No. The Trust can only consider funding requests from UK registered charities.

#### Does the Trust offer support, such as loans/investments/advice?

Our small team processes many grants each year. With such limited resources, we are unfortunately unable to consider more complex funding arrangements, like loans or investments, or offer other types of support such as advice, feedback or networking opportunities.

#### Do you accept applications by post or email?

No we don't, we can only consider applications submitted via our online funding request form. Any charities applying via other channels will be asked to reapply through our website.

#### Can I submit more than one application?

No: we will only consider one application at a time and we ask charities to wait one year before reapplying to any of the Swire charitable trusts.

#### Can I apply for funding to cover core costs?

Yes. We are happy to fund core costs and often award many of our grants on an unrestricted basis, recognising that organisations themselves are often best placed to allocate funding.

#### Do you give grants for more than one year?

Yes, our grants can be for up to three years. Please bear in mind that we only award multiyear grants to charities we have previously supported, and that the amount requested should not be more than 10% of the charity's last reported income.

#### Is there a limit on the size of grant that we can apply for?

No there isn't. You are welcome to ask for the sum you require. Every appeal is considered on its own merits and the awards made by our Trustees may differ from the amount requested.

#### Are there deadlines for applications?

We run a rolling programme with regular grantmaking meetings, so there are no deadlines for submission. Once you have submitted your application it will be assigned to the next available meeting. You can expect to receive an outcome within 2-3 months of submission.

If you are applying for a project with a firm start date, please ensure you submit the application at least four months before the project is due to begin. The Swire Charitable Trust is also happy to consider unrestricted grants for charities that are a good overall fit for our programmes.

#### How many stages are there to the application process?

We have a single online application form for all our programmes and sizes of grant. For those applications shortlisted for discussion by our trustees, it is likely that we will want to speak to you before our meeting.

## Completing the funding request form

### How should I complete the funding request form?

When you are ready, click on [Submit a Funding Request](#) and you will be asked to pass an eligibility test before being permitted to move to the main application form.

The main form consists of two pages of questions and you may wish to review these before embarking on your application. We ask you to complete every field and your answers should succinctly demonstrate why your charity's work is needed and effective.

There are character limits for most of the questions.

At the end of the form, we ask you to upload a copy of your latest inspected or audited accounts. If your charity is too new to have these, a copy of a bank statement will be fine. You may also upload budgets and any other materials that you think may add weight to your request.

You can make changes and save your form at any time before submission. Return to it at a later date by clicking 'Save and resume later', but you must complete it within 30 days.

Once you are ready and have completed all the fields on the form, and uploaded any attachments, click 'Submit application'.

## After submission

### What happens after we have submitted our funding request?

You will be sent two emails: one acknowledging receipt; and a second attaching a copy of your submission.

### How will I know how my application is progressing?

After your application has been acknowledged, you may not hear from us again until the outcome of it has been determined.

### What is the usual timetable for decisions?

After an initial assessment by our grants team, eligible requests aligned with the Trust's current funding priorities are assigned to the next appropriate meeting.

Decisions are usually made within one to four months, but occasionally it can take slightly longer.

### Do you meet applicants as part of your evaluation process?

If your application has been shortlisted, it is likely that we will ask to speak or meet with you before we take a grant proposal to our Trustees

### How will I know if my application has not been successful?

We will notify you by email if you have not been successful.

### Can I request feedback if my application is turned down?

Regretfully, due to the small size of our team, we are unable to offer any feedback to unsuccessful applicants.

### When can an organisation re-apply for funding?

If an application is declined, please wait one year before re-applying from the date of your last application and then please do check our website to ensure that your work is aligned with our funding priorities at that time before submitting a further application.

### How do you make grant payments?

Successful applicants will be asked to complete and submit our Bank Details online form and upload a copy of a recent bank statement or paying in slip. We aim to send payments within a fortnight of receiving these.

In some instances, we may make a pledge for a grant to be paid in the future when specific conditions have been met.

### Will I have to sign a contract to receive a grant?

No. Whilst we do not use contracts, all grants are subject to our standard Terms and Conditions and we will ask you to confirm acceptance of these when you send us your bank details. Any further conditions will be contained in your grant award email.

### If I receive a grant do I have to conform to any specific reporting requirements?

We now ask recipients of large (£25,000+) and multi-year grants to complete our simple online monitoring form, either before future payments tranches are due and/or at the end of the grant period.

The questions on our interim and final monitoring forms can be found on our form questions document on the [Apply for Funding](#) page of our website.

Grantees are sent emails with full instructions on how to do this – generally two months before the report is due.