

Henry Colborn Trust: How to Complete the Online Application Form

The Merchant Taylors' grant application form is primarily designed for completion by registered charities. We appreciate that applicants to the Henry Colborn Trust often do not fit this profile. However, the form requires at least one letter or number to be entered in most of the boxes, otherwise the application cannot be submitted.

IF YOU ARE APPLYING ON BEHALF OF A REGISTERED CHARITY, please complete the form in full. You **will not** need to obtain a Unique Reference Number from us.

IF YOU ARE APPLYING EITHER ON BEHALF OF A GROUP OR ORGANISATION WHICH IS NOT A REGISTERED CHARITY, OR ON BEHALF OF AN INDIVIDUAL, please take the steps set out below.

Step 1: In order to start completing the form, you will first need to obtain a Unique Reference Number (URN) for the individual/group/organisation on whose behalf the application will be lodged. **To obtain a URN, please email a request to charities@merchant-taylors.co.uk. Please ensure your email request complies with the following:**

1. the subject bar should read: ***Henry Colborn Trust, request for URN***
2. in the email itself, please state in full the name of the individual or group/organisation on whose behalf the application will be lodged
3. if it is a group or organisation, please include a link to the group or organisation's website (if any).

Step 2: Please then complete the online application form, using the guidance in the table set out in the remainder of this guidance document.

Section/box in the online application form	What you should type if applying on behalf of an INDIVIDUAL CHILD RESIDENT IN ASHWELL	What you should type if applying on behalf of a GROUP OR ORGANISATION WHICH IS NOT a registered charity
SECTION: ORGANISATION DETAILS		
Q1	Please put: [Name of parent or guardian completing the form] on behalf of [name of child] (eg <i>John Smith on behalf of Sally Smith</i>)	The group or organisation's official name
Q2	The URN assigned to you when you contacted us	The URN assigned to you when you contacted us
Q3, Q4, Q5, Q6	The address of the parent or guardian completing the form.	The address of the group/organisation
Q8	The contact number of the parent or guardian completing the form	The contact number of the group/organisation
SECTION: CONTACT DETAILS		
Q9, Q10, Q11, Q12, Q13	The parent or guardian should enter their details in all boxes marked with an asterisk (*)	Enter the contact details of the person completing the form
Q14	Enter an X	Enter the job title or unpaid role title of the person completing the form

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SECTION: ABOUT YOUR ORGANISATION		
Q16	Enter an X	Sum up the purpose of the group/organisation in a few words
Q17	Select South East	Select South East
SECTION: GRANT APPLICATION DETAILS		
Q19	Select 'The Henry Colborn Trust'.	Select 'The Henry Colborn Trust'.
Q20	Please select you are applying for Restricted funding/project costs. 'The project' is the thing for which the child is seeking a grant.	Select the appropriate option. If you are seeking funds for general running costs, then select 'unrestricted funding' and complete Q20a. If you are seeking funds for a project, then select 'restricted funding/project costs'. Complete the rest of the section in full
Q21	Please put in the child's name.	
Q22, Q23, Q24, Q25	Please complete this	
Q26	Please select Youth	
Q27, Q28	Please put in a random future date	

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Q30, Q31, Q32	Please complete this as best as you can in relation to what you are requesting funding for	
SECTION: PROJECT BUDGET		If applying for restricted funding/project costs, select 'yes' for Q33 and complete the section in full
Q33	Please select Yes	
Q34	If your grant request does not cover the full project costs, where will you get the remaining money come from?	
Q35	Please complete this	
Q36	If the grant request is about paying for something, please upload a price quotation or similar here.	
SECTION: FINANCIAL INFORMATION		Please complete this section in full
Q37a, Q37b	Please put X	
Q37c	Please select No	
SECTION: OTHER INFORMATION		
Q38	Please tell us what your gross household income is	
Q39, Q40	Please select 'my charity does not work with children or vulnerable adults'	Please complete