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## IMPORTANT INFORMATION FOR APPLICANTS

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### **Guidance notes for Vocational and Project grant applications**

#### **Timing of your application**

The trustees meet four times a year, usually on the last Thursday in January, April, July and October, to award project grants. In order to ensure applications are considered in the respective meeting, the correspondent should receive applications at least one month prior to the meeting. Applicants can expect to receive notification of the trustees' decision in the month following the respective meeting.

The following is an example of timings to be considered by applicants. If funds are requested for an activity to be held in late July and early August, the trustees need to consider this at their April meeting and the application needs to be with the correspondent by late March at the latest.

#### **Your Accounts**

If you are a branch of a larger charity, please submit you branch accounts in addition to the accounts of the larger charity.

#### **Your Reserves**

In considering grant applications, consideration will be given to the level of unrestricted reserves held and whether these appear to be in line with a disclosed policy. Applications with excessive reserves will be rejected especially if there appears to be no explanation as to why the situation has occurred and how it will be rectified.

Particular attention will be given to unrestricted funds which have been earmarked or designated for future spending and the explanations disclosed concerning their nature, amount and when these funds are likely to be spent.

We need to be convinced that our funds are necessary for the project to happen.

#### **Payment of Grants**

Grant payments are made using *online faster payments* direct to your bank account.

In order to receive grant payments, we require the following information from you for each and every grant application:

- The name of your Bank.
- The full name of the bank account which is to receive grant payments.
- The six-digit sort code for the account.
- Your bank account number (normally eight digits)
- Your unique reference for the payment (your bank may have a limit on the number of characters you can use and, please note, the Norton Foundation is limited to a maximum of 16 alphanumeric characters with which we are able to use to make a reply).

The unique reference will appear on your organisation's bank statements and will enable the grant receipt to be identified.

We will confirm, by letter, the details of grants paid and will include the name of the bank account, sort code, account number, and reference.

*IMPORTANT*

*If it is the first occasion that you have provided your bank information, please send a copy of a paying-in slip from your paying-in book.*

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