

How to apply

The following information will help ensure that you send an application form that meets the requirements of *The Cattanach Charitable Trust*.

1. Applications must be made on the application form, which can be completed on-line or downloaded from this website. It can also be obtained from the Assessor by phone, post or e-mail. You should keep a copy of your application so that you can answer questions about it. It does not matter whether you send the original or a copy, as long as it is clear. Applications done on the website will automatically store a copy for you. The Assessor is happy to be contacted by telephone or e-mail to discuss a possible application.
2. Please do not send job descriptions or other material. Please do not send documents by recorded delivery, as the Trust does not have a full-time office. Applications will not be acknowledged, but you will be told the result of your application, whether successful or unsuccessful
3. The deadlines for the next 4 meetings can be found on our website (www.cattanach.org.uk) in the applicants' area.
4. **Help with completing the form**

You will find help in prompts which you can read as you fill in the form. Here is some more information to help you.

 - a. **Organisation's history** etc – we want to know briefly about the background to your organisation; it can be in the form of bullet points, for example, when your organisation was set up, how its aims have changed, what kind of people you work with and how they are involved in running the organisation
 - b. **How do you know there is a need** – this will include the knowledge that your organisation has about the people you work with, and other research, surveys or informal discussion which bring out why the work is needed. Do not spend too much time on general statistics as we can access government and local authority statistics ourselves if need be.
 - c. **Outcomes** – these are not what you do, or want to do, but what you expect the results or effects of your actions to be. They are different from “targets” although you may want to include both. For example, a target might be the number of training sessions you wish to run; the outcome would be the changes in the people attending these sessions, how they felt, what effect that had on their lives. Outcomes have to be measured or demonstrated in some way, and in order to do this, you will need a way of assessing people at the beginning of the process or activity. Ideally this will involve people themselves at all stages. Outcomes must also be specific to your own organisation or project. For example, we do not expect you to eradicate homelessness in Scotland but we do expect you to show how you have helped specific people in a specific way. We also expect you to think creatively. It may not be enough to say that the activity is “increasing confidence in young people”; ideally you want them to be thinking about what they can now do with this increased confidence. If we are being asked to fund part of a larger piece of work, you may be able to use the outcomes for the whole work – we do not necessarily expect outcomes to relate specifically to the amount of the grant from the Trust although we will expect them to be realistically linked to your activities. This will become clearer during the assessment process. We are also interested in unexpected outcomes! Letting us know about these may be very educational for the Trust and for other organisations undertaking similar activities.

5. **Sending us your application**

When sending your completed application, please ensure that:

- Application form is submitted online, **OR** downloaded and e-mailed, **OR** downloaded and printed off, **OR** handwritten
- Accounts — most recent, audited or examined, signed and sent to Assessor.
- If you do not yet have annual accounts — 1 copy of recent bank statement and list of board/management committee members, sent to Assessor
- Annual report — if you produce an annual report, please send 1 copy
- Signed last page of application form (a link to a personalised PDF is provided for online applications)

Completed hard-copy forms should be sent to:

Alison Campbell

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15 Warriston Crescent
Edinburgh
EH3 5LA

E-mail: alison@cattnach.org.uk

Telephone: 0131 557 2052