



## Unity Theatre Trust

### GRANT APPLICATION FORM INFORMATION REQUIRED TO COMPLETE THE FORM

#### Overview

There are usually three or four Trust meetings a year to consider a maximum of 30 successfully submitted grant applications at each meeting.

In order to apply for a grant you must use the online form and submit your application within the specified time frame.

Please ensure you have read the **GUIDANCE NOTES AND CONDITIONS OF GRANT** before applying and understand that already secured funds from recognised grant bodies will favour applications.

You can save your application and return via a link that will be emailed to you, however please note that this does not "hold" a space for you.

Once 30 applications have been submitted this round will close. If you have not submitted your saved application it will not be accepted.

#### Before starting to fill in the form:

- Do not use a VPN and make sure you are not behind a firewall
- Do not use IP masking or a Private Relay
- Make sure cookies and pop-ups are enabled and not blocked
- If you plan to cut and paste to the form, use PLAIN TEXT. Do not use normal Word documents, Excel, or an online document app (e.g. Google)

#### Filling in the form:

Enter amounts using the £ sign and the thousand separator for financial fields.

If the pre-filled £ sign is not present, enter it.

Enter whole numbers, for example £1,245 and not £1,245.50.

If you have no amount to enter use £0.

The form has 8 pages, each must be completed before moving to the next:

Page 1 - Project Overview	Page 5 - Project Expenditure
Page 2 - The Social Impact of the Project	Page 6 - The Applicant or Organisation
Page 3 - Project Funding	Page 7 - Charity Details
Page 4 - Project Income	Page 8 - Agree & Submit

You can go back to previous pages once you have moved on.

On submission you should automatically receive a copy of your application by email to the address you supplied.



**Unity Theatre Trust**  
**GRANT APPLICATION FORM**  
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**Page 1 - Project Overview**

Name of Applicant or Organisation

Name of Project

Project Start Date

Have you previously received funding from UTT? (Yes or No)

If Yes - How many projects have been funded?

If Yes - How much funding has been awarded?

UTT Grant Applied for

Total Funding Applied for

Total Funding Confirmed

Total Forecast Expenditure

Brief Synopsis of Project

(50 to 250 words)

**Page 2 - The Social Impact of the Project**

How will your project contribute to the traditional and charitable aims of the trust?  
(50 to 250 words)

Who will benefit from the project?  
(50 to 250 words)

**Page 3 - Project Funding**

Funding Status (Applied for) - Source Unity Theatre Trust - Amount

Funding Status (Applied for or Confirmed) - Source - Amount

Do you want to enter another funding source? (Yes or No)

If Yes - Funding Status (Applied for or Confirmed) - Source - Amount

Do you want to enter another funding source? (Yes or No)

If Yes - Funding Status (Applied for or Confirmed) - Source - Amount

Do you want to enter another funding source? (Yes or No)

If Yes - Funding Status (Applied for or Confirmed) - Source - Amount

Provide further details

Upload confirmation of successful funding

**Page 4 - Project Income**



## **Unity Theatre Trust**

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Category Sponsorship - Amount  
Category Advance Ticket Sales - Amount  
Category Merchandise - Amount  
Category Licensing - Amount  
Other Income (detail below) - Amount  
Explanatory details for Project income

#### **Page 5 - Project Expenditure**

Category Production Costs - Amount  
Category Cast and Crew Salaries - Amount  
Category Rehearsal Space - Amount  
Category Venue Hire - Amount  
Category Marketing and Publicity - Amount  
Category Insurance - Amount  
Category Administrative Costs - Amount  
Category Contingency Fund - Amount  
Category Miscellaneous - Amount  
Explanatory details for Project Expenditure

#### **Page 6 - The Applicant or Organisation**

Name of Person Responsible (First & Last names)  
Email address  
Phone number  
Website of Organisation or Individual  
Your correspondence address  
Is the applicant a registered charity? (Yes or No)  
If Yes goes to Page 7  
If No goes to Page 8



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**Page 7 - Charity Details**

UK Charity Number

Are the Accounts Audited? (Yes or No)

If Yes - Name of Auditor

If Yes - Address of Auditor

If No goes to page 8

**Page 8 - Agree & Submit**

Agree to our conditions of grant (The only choice is Yes)

Agree to the processing and use of your data (The only choice is Yes)

Submit Your Application