

Toyota Manufacturing UK Charitable Trust **Community Grant Scheme**

The Toyota Charitable Trust provides grants of up to £1,000 for projects in the fields of the environment, children, education and health within the local communities surrounding the Burnaston and Deeside plants.

Grants are available for the purchase of long term tangible equipment.

Applications to the Trust should be completed in full and will not be accepted without quotes along with a summary of your latest annual accounts (the exception being public funded education establishments or academies). You may also wish to supplement the application form with additional information.

It is important that you fully consider the questions overleaf prior to completion in order to determine whether or not you are eligible for consideration.

If you answer “yes” to any of the questions, we regret you are not eligible for a grant according to our criteria and we recommend, therefore, that you do not apply.

All applications submitted are fully assessed on a quarterly basis and a reply will be forwarded to the applicant.

We receive many more requests than we are able to satisfy, so ultimately, we must make difficult choices. Whilst your organisation may meet our criteria, your application may still not be successful.

If you have any queries regarding the Community Grant Scheme, please call Julie Langley, Corporate Planning & External Affairs on 01332 283611.

ELIGIBILITY TO APPLY FOR A COMMUNITY GRANT

Before completing the application, please answer the following questions and delete as appropriate. If you answer “yes” to any of the questions, we regret you are not eligible for a Community Grant.

- | | |
|--|----------------------|
| I am/I represent an individual looking for financial support | YES/NO |
| We are a profit making organisation (excluding educational establishments) | YES/NO |
| Our organisation promotes a political party/view | YES/NO |
| Our organisation promotes a single religion/view | YES/NO |
| Activities for overseas organisations or UK charities donating overseas | YES/NO |
| Our organisation was established in the last 12 months | YES/NO |
| The project/activity for which we request funds is a sports activity/for sporting equipment or connected to a sports organisation (other than registered disabled organisations) | YES/NO |
| Our activity/event raises money for a third party fundraising organisation | YES/NO |
| The monies requested will go towards a grand total or resources/project over £1,000 | YES/NO |
| Funding is required for non-tangible items, eg advertising in programmes/brochures diaries/expenses/salaries/training fees/stationery items/running costs/items deemed to be of an extravagant nature. | YES/NO |
| Our organisation has received support from Toyota UK within the last 2 years
(Exception: where there is Toyota employee involvement) | YES/NO |
| We are situated outside the areas of Derbyshire, Staffordshire, Leicestershire or Nottinghamshire
(Exceptions: where there is Toyota employee involvement)
or
We are situated outside the areas of Flintshire, Cheshire, Wrexham and Denbighshire | YES/NO

YES/NO |
| Our activity is an event, eg festival/party/exhibition | YES/NO |
| Funding will be used to carry out activity via a third party organisation | YES/NO |
| We are unable to provide our annual accounts
(Exception: Local Education Authority Establishments or Academies) | YES/NO |
| After reading the declaration on the application form, we are unable to meet the expectations? | YES/NO |

TOYOTA MANUFACTURING UK CHARITABLE TRUST
COMMUNITY GRANT APPLICATION

Please complete the following information:

Name of organisation:

Address of organisation:

Telephone number:

Contact name:

Contact address (if different from above):

Email address:

Contact telephone number (if different from above):

We would like to understand a little more about your organisation:

Date Established:

Are you a registered charity?

If so, please detail your Charity Commission registration number

How are you funded:

eg, government, fee paying, weekly/monthly membership etc

Please give details:

Please detail the numbers within your organisation:

eg, if you are an educational establishment, list total number of pupils

Do you produce annual reports/accounts?

Yes

No

If yes, please attach an up-to-date copy (exception: Local Authority Education Establishments)

Do you have a website? if so, please give the address

Note: failure to attach the above documents will mean we are unable to process your application

Who runs your organisation?

Please give details of committees/groups along with who will be responsible for the grant?

In which category does your grant request fit?

- Environment
- Children
- Education
- Health

Please give a summary of your need/requirements:

(Please give a detailed budget breakdown of how the grant will be allocated, including quotes or specific prices, shop/supplier names etc.)

Note: failure to include the above documents will mean we are unable to process your application

What are the expected goals/results of the project/activity and how will it involve:-

the organisation:-

the community:-

How many people will benefit from this grant annually? (please tick the relevant box)

- | | | | |
|------|--------------------------|-------|--------------------------|
| <10 | <input type="checkbox"/> | <500 | <input type="checkbox"/> |
| <20 | <input type="checkbox"/> | <1000 | <input type="checkbox"/> |
| <50 | <input type="checkbox"/> | 1000+ | <input type="checkbox"/> |
| <250 | <input type="checkbox"/> | | |

What is the project lifespan for the items requested?

Has Toyota Manufacturing UK previously supported your organisation?

(If yes, please give details below)

Date	Detail of Donation/Support	Amount/Item
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Do any Toyota Manufacturing UK employees (based at Burnaston or Deeside) support/ have involvement with your organisation? (If yes, please give details below).

Name of employee: _____ Located: Burnaston/Deeside (please circle)

Connection/involvement with your organisation:

Please ensure the employee is fully aware of this application

Additional Information (please attach additional sheets if necessary)

Should your application be successful, please detail below to whom the cheque should be made payable.

Cheque Payee:

Note: Cheques cannot be made out to individuals.

DECLARATION AND SIGNATURE

As part of our application, I understand and commit that, if successful, our organisation can:-

- Bank the cheque within one month
- Purchase or commence the project within three months
- Submit receipts to the Trust within six months
- The grant will only be used to fund the items/activity detailed in this application
- Once the project is complete, we will email the Trust a photograph to confirm completion
- We understand that a photo opportunity may be required

Please note:

Organisations unable to comply with the above should not apply or apply at a later date.

I certify, to the best of my knowledge, that the information in this application is correct and complete.

Signed:

Print Name:

Date:

Please return to:-

Julie Langley
Corporate Planning & External Affairs
Toyota Motor Manufacturing (UK) Ltd
Burnaston
Derbyshire
DE1 9TA

Website Address: www.toyotauk.com