



THE Animal Defence Trust

"Defending the Defenceless"

Applying for Grants - General Guidelines

1. Research grant giving organisations and establish the nature of the work that each will support. Do not apply for funds for projects that will be rejected immediately.
2. Read the grant form(s) and requirements with care and only send information that is required. Organisations have a reason for requesting information in specific formats.
3. Plan your grant application timetable for the year ahead. If you are unable to include a specific piece of information, write a covering letter and forward it as soon as possible.
4. If you ask more than one organisation for funding for the same project and more than one responds with a grant, have an alternative suggestion and write asking if it can be used for that project instead.

Additional Notes on ADT Grant Application Form

1. Please note that all information received has to be photocopied and posted to our trustees. Therefore, do not enclose bulky folders or bindings as they will only have to be removed before posting.
2. Enclose all information requested, including an additional copy of the application form, but do not send additional information unless relevant to the specific project.
3. Complete every section of the application form in full. Do not write "please refer to".
4. Please do not add the Animal Defence Trust to your newsletter/ mailing distribution list.
5. If your application is successful please return the form of receipt and ensure subsequent reports and photographs are sent to arrive in time for the 31st March deadline
6. It is in order to acknowledge receipt of a grant in your newsletter.