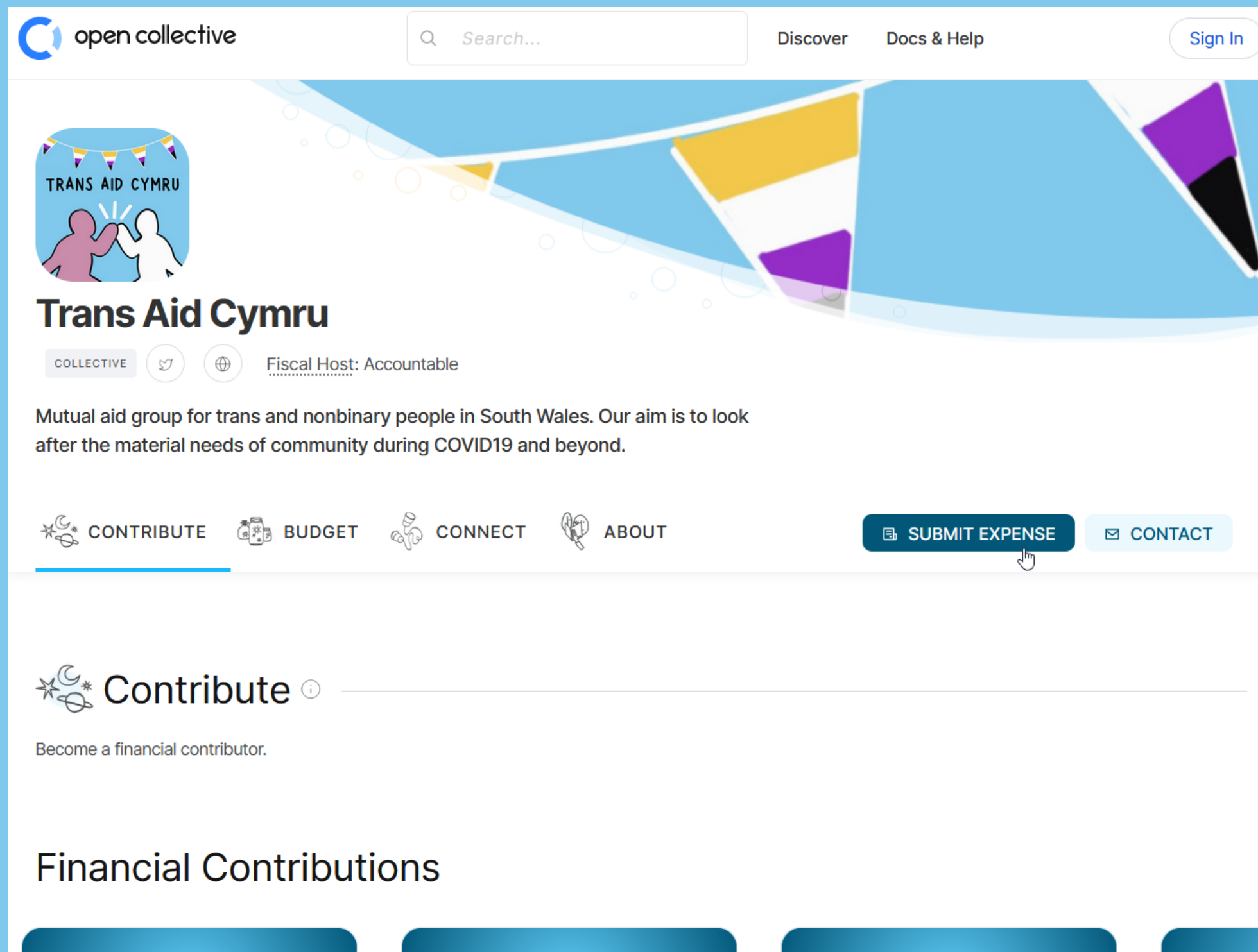


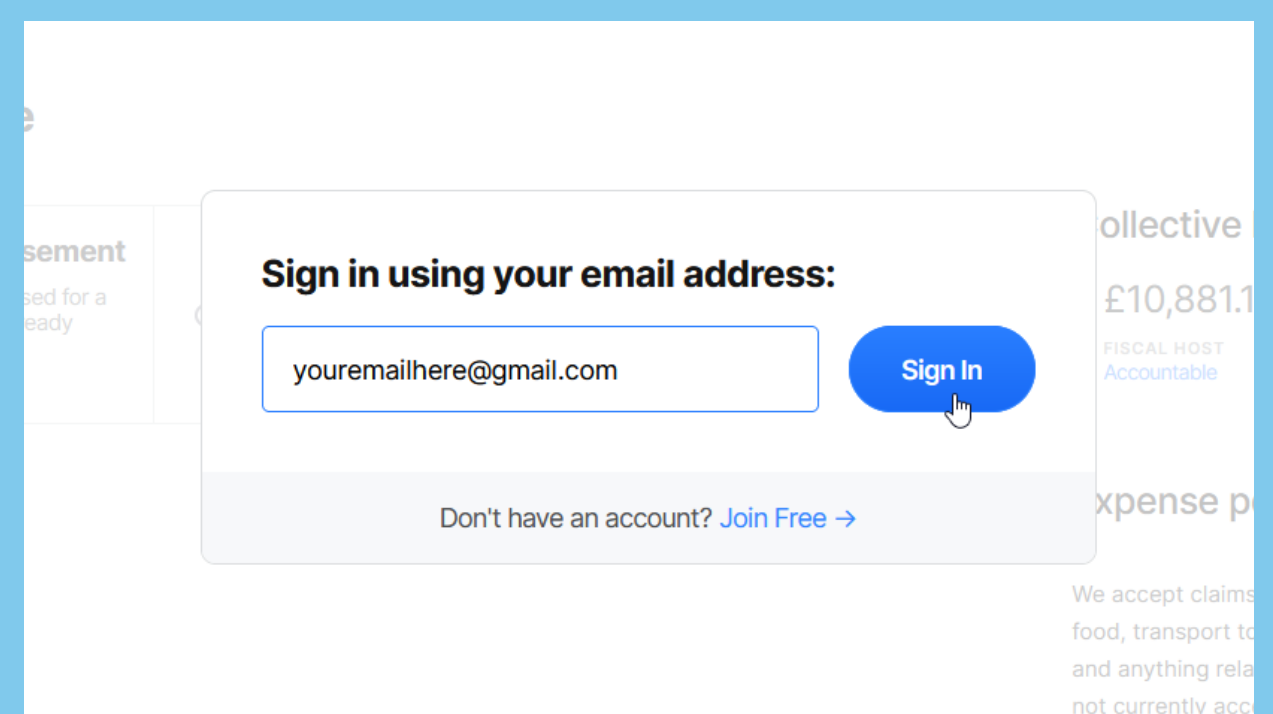
HOW DO I APPLY FOR A GRANT?

Applying for a grant is pretty simple once you get the hang of it! Let's go through it together!



First up click the submit expense button in the upper right corner of our Open Collective page

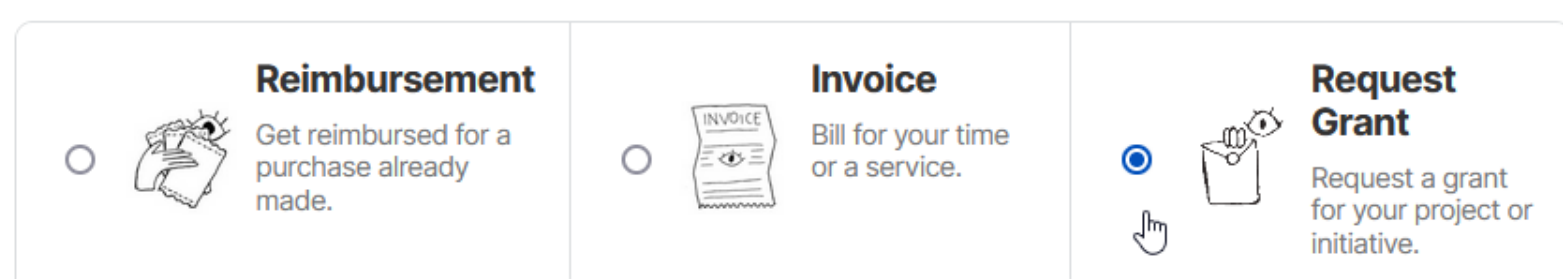
You'll be asked to sign in or register with your email address



Submit expense

Request payment from **Trans Aid Cymru**. Expenses will be processed once approved by a Collective admin. The amount, description, and your profile name are public, but attachments, payment details, and other personal info is kept private.

[Ok, don't show me again](#)



Once you've logged in you're going to want to click the "Request Grant" option

You will then need to fill out the payment details. These won't be shown on our public page and are only used to process payments

Payee information

Who is being paid for this expense?

Payout method

Choose country

Address

Additional invoice information (optional)

Tax ID, VAT number, etc. This information will be printed on your invoice.

Reimbursement Get reimbursed for a purchase already made.

Invoice Bill for your time or a service.

Request Grant Request a grant for your project or initiative.

Enter grant subject (Public)

This information is public. Do not put any private details in this field.

Help purchasing my first binder!

GRANT

Set grant details

Description

Amount

Total amount: **£35.00** GBP

Upload documentation (optional)

If you want to include any documentation, you can upload it here.

Write a title that describes what you need help with! These are public, so don't include any personal information. The description is where you can go into further details and only Trans Aid Cymru admins can see what you write here. Finally, include the amount you are applying for

You'll be shown a page with all the details for you to confirm. Scroll to the bottom and hit submit!

Congrats, you've just submitted a grant request! We will get back to you through the comments and you will receive email updates.

Add notes (optional)