

# Application for a Grant

Please read the guidance notes  
before submitting your form

Office Use Only  
Date Received:

Category:

Ref No:

<b>Date of application:</b>	15 <sup>th</sup> May 2012	
<b>1. Organisation Name:</b>	Test Organisation	
<b>2. If the organisation is part of a larger organisation, what is its name?</b>	Test Big Organisation	
<b>3. Full postal address:</b>	48 Any Street Anytown Devon	
<b>Postcode:</b>	EX99 5PP	
<b>4. Main Contact Person for this application:</b>	<b>Mrs</b>  Freda Bloggs	
<b>5. Position held in organisation:</b>	Fundraiser	
<b>6. Telephone:</b>	01392 666666	
<b>7. E-Mail:</b>	mail@testorg.org.uk	
<b>8. Do you consent to us using your e-mail address as our primary means of contacting you?</b>	<b>Yes</b>	
<b>9. Organisation's web site:</b>	www.testorg.org.uk	
<b>10. Legal status of organisation:</b>	Registered Charity	
<b>11. Charity Number, if registered:</b>	1234567	
<b>12. What are the main aims and activities of your organisation?</b>	<p>We aim to assist all those in need in the Anytown area, whether it be due to financial hardship, disability or those who are elderly. We run a drop-in centre which provides a hot meal three times a week, as well as other social activities. We also have volunteers who do outreach work in the community, providing social contact, advice and practical help to those who would otherwise be isolated and lonely.</p>	

**13. Purpose for which funds are requested (a brief summary – 25 words maximum)**

We would like to expand our outreach work and engage more volunteers so that more isolated, elderly people can be helped.

**14. Total funding requested: £1,000**  
(please do not leave this blank)

**15. Overall project cost, if applicable: £3,700**

**16. For what purpose are you applying for a grant?**  
(you can go into more detail here)

We have identified a need for further outreach work in our community. There are many elderly people, disabled people or families on low incomes who are not currently accessing our services but who may find them very beneficial. We would like to expand our small team of volunteers and provide them with the necessary training. To support these volunteers, we will need to pay their travelling expenses. These expenses are likely to be considerable because the area that the volunteers need to cover is large and rural.

We aim to have a team of 10 volunteers in place by the end of the year and this will involve the recruitment of an additional 6 people. Training costs will be in the region of £200 each for the new recruits and travel expenses will be an average of £250 per volunteer, per annum. Our local Council for Voluntary Services are able to provide the training and tailor it to our requirements.

Anytown is an area of multiple deprivation, exacerbated by the closure of a number of key local employers in recent years. Many in the community need access to high quality advice and advocacy so that they can support themselves and their families.

**17. What steps have you taken so far to raise the funding required for the project? Please list funders' names and addresses and any grants received or promised.**

We have applied to a number of local charitable trusts and foundations but have been unsuccessful so far. We have two applications still pending at the time of application which could award us up to £2,000. These applications are to:

The Very Generous Foundation, 54 Park Lane, London W99 7XX

And

The Moneybags Family Charitable Trust, Posh House, Dorking, Surrey RH00 9ZZ

**18. Where will the beneficiaries of the project be located? If your organisation/project is not based in the South West or you are a national charity, please explain how the grant would benefit people from this region?**

Anytown is located in Devon.

19. Please list any previous applications to the Norman Family Trust within the last 5 years, and whether they were successful or not.

We received a grant of £500 in November 2010 and also had £500 in December 2009.

## 20. Grant Payment Details

Should your application be successful, how would you prefer to receive your grant? We would like to encourage you to select the BACS option if possible as we are seeking to reduce our use of cheques.

Please complete the following details:

### Cheque Payment

Please enter the name of the organisation to which the cheque should be made payable to:  
n/a

Or

### BACS Payment

If you choose this method of payment, please ensure that you enclose proof of your organisation's bank account details, as stated in the Guidance Notes. Please complete the following details:

Name and address of bank:	Anytown Bank 44 High Street Anytown XX34 9PQ
Account name:	Test Organisation
Account number:	12345678
Sort Code:	12 34 56

Please tick one of the following boxes to confirm whether you are happy for your organisation's bank details to be retained by the Norman Family Charitable Trust:

Yes:

No:

Please confirm which bank account identification you have enclosed (copies are acceptable):

Bank statement     Paying-in slip     Cancelled cheque     Other

**Please complete our pre-application check list and confirm each item before posting your form.**

Does your organisation have a constitution or governing document?	Y	Does your organisation have a Child Protection Policy, if applicable, which is available on request?	n/a
Does your organisation have a bank or building society account?	Y	Does your organisation have at least two cheque signatories, neither of which is related?	Y
Does your organisation have adequate and appropriate insurance?	Y	Does the project for which you are applying benefit the South West of England?	Y
Can you confirm that the funding request is not for retrospective funding?	Y		

**Please sign and date the following declaration:**

**To the best of my knowledge, all the information that I have provided in this application form is correct**

**Signature:**

**Date:**

**Print name:**

When submitting your application to the Trust, please enclose a copy of your latest annual accounts if they are **NOT** already available on the Charity Commission's web site.

Please ensure that you have completed page 3 of the form with your grant payment preferences. Failure to do so will delay the consideration of your application.

Please post your application with a covering letter (on your organisations headed paper if possible) to:

**The Norman Family Charitable Trust  
14 Fore Street  
Budleigh Salterton  
Devon EX9 6NG**

**DO NOT E-MAIL YOUR APPLICATION**

For further information about the Trust and its funding priorities, please visit our web site: **[www.nfct.org](http://www.nfct.org)**

Please contact **01395 446699** or e-mail **[info@nfct.org](mailto:info@nfct.org)** if you have any queries regarding the application process.