

Application for a Grant

Please read the guidance notes
before submitting your form

Office Use Only
Date Received:

Category:

Ref No:

Date of application:	
1.	Organisation Name:
2.	If the organisation is part of a larger organisation, what is its name?
3.	Full postal address:
	Postcode:
4.	Main Contact Person for this application: Mr/Mrs/Ms/Miss
5.	Position held in organisation:
6.	Telephone:
7.	E-Mail:
8.	Do you consent to us using your e-mail address as our primary means of contacting you? Yes/No
9.	Organisation's web site:
10.	Legal status of organisation:
11.	Charity Number, if registered:
12.	Are your latest accounts available on the Charity Commission's web site? Yes/No
	If not, tick to show they are enclosed with this application: <input type="checkbox"/>
13.	What are the main aims and activities of your organisation?

14. Purpose for which funds are requested (a brief summary – 30 words maximum)

15. Total funding requested: £

(compulsory: please do not leave this blank)

16. Overall project cost, if applicable: £

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

18. 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.

19. 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?

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

21. 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:

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:	
Account name:	
Account number:	
Sort Code:	

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

If this is your first application, where did you find out about the Norman Family Charitable Trust?

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 / N	Does your organisation have a Child Protection Policy, if applicable, which is available on request?	Y / N
Does your organisation have adequate and appropriate insurance?	Y / N	Does your organisation have at least two cheque signatories?	Y / N
Can you confirm that the funding request is not for retrospective funding?	Y / N	Does the project for which you are applying benefit the South West of England?	Y / N
		Does your organisation use live animals for experimentation or research?	Y / N

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. I give my consent for the Norman Family Charitable Trust to hold and process this data in accordance with the privacy statement on the Trust's website, which is compliant with GDPR.

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. This includes applicants who are CICs or other voluntary/non-profit groups. We would also like to see relevant quotes/budgets if applying for capital projects such as building works, equipment or vehicle purchase.

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

Please contact **01395 446699** or e-mail info@nfct.org if you have any queries regarding the application process.