

## Grant Application Form

Please complete this form, preferably in a different font or by hand, and post it, along with a short letter telling us about your project. You need only send your most recent accounts if they are not on the Charity Commission website.

*Applications, The Saintbury Trust, P O Box 464, Abinger Hammer, Dorking, Surrey RH4 9AF*

Please do not expand this form to more than 3 sides and do not use a smaller font. We prefer a larger font, at least size 12, for your replies. Do not use colours please

1 Charity name, address and postcode:

2 Address and postcode of project, if different from above:

3 Charity website address:

4 Charity Registration Number:                      Approximately, when was the charity founded?

5 Are you a national, a national with separate local published accounts, or a local charity?

6 To which category (as listed at <http://www.thesaintburytrust.co.uk/eligibility/> ) do you think your project mainly belongs? Please choose only one category. Please insert the relevant code.

7 Why are you asking for a grant?

8 What does the project you are applying for seek to do?

9 What group of people will your project help? Tell us about your clients.

10 Roughly how many people benefit from your work in an average week?

11 How is the Charity managed? Give brief details of the qualifications and expertise of one or two of the key people involved.

12 Staff: how many people are involved in the Charity's work?

Full time staff:

Part time staff:

Volunteers:

**13 Have you approached the Saintbury Trust before? Please give details including dates and amounts of any grants awarded**

**14 How much do you hope to raise from Trusts this year and where do you expect the funding to come from?**

**15 What is the end date for your latest audited accounts?**

**16 Take this information from your latest accounts: Please make sure your totals for income and expenditure balance back to the total income and expenditure shown in your accounts.**

Income from all sources

Earned Income	<input type="text"/>
Investment Income	<input type="text"/>
Local Authority Grants	<input type="text"/>
Grants from Primary Care Trusts or similar NGOs	<input type="text"/>
National Government Grants	<input type="text"/>
Grants from Charitable Trusts	<input type="text"/>
Big Lottery	<input type="text"/>
Other grants	<input type="text"/>
Other fundraising	<input type="text"/>
<u>Total Income</u> (as shown in your accounts)	<input type="text"/>

Expenditure

Staff Expenditure	<input type="text"/>
Other Charitable Expenditure	<input type="text"/>
<u>Total Expenditure</u> (as shown in your accounts)	<input type="text"/>

Surplus/(Deficit) this year	<input type="text"/>
Surplus/(Deficit) previous year	<input type="text"/>
Net current assets	<input type="text"/>

**Is there anything else we need to know to understand your financial position better?**

**Your contact details**

Telephone number:

Email address:

Address for correspondence, if different from above

We have read and accept your grant conditions

Signed

Please print name

Date

**Please do not duplicate information given in this form in your letter. You may also send other supporting material if you wish. Please do not double-side form or letter.**