

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

Expenditure

Staff Expenditure	
Other Charitable Expenditure	
<u>Total Expenditure</u> (as shown in your accounts)	

Surplus/(Deficit) this year	
Surplus/(Deficit) previous year	
Net current assets	

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 (March 2015 Edition)

Note: These can be accessed online at 'Apply for a grant' then '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.