

THE CHARITY OF THOMAS BREWER: Registered Charity number 214205**GRANT APPLICATION FORM FOR A "CHARITABLE ENDEAVOUR" TO BENEFIT THE RESIDENTS OF WINTHORPE and / or LANGFORD and / or HOLME***Important Notes for applicant(s):*

1. *The Charity will not donate to the general funds of any organisation. A "Charitable Endeavour", so far as the Trustees are concerned for awarding a grant, has to be a specific project being undertaken by an individual or organisation that will benefit the residents of one or more of the three villages and to do so without distinction of sex, sexual orientation, race or of political, religious or other opinions.*

2. *All grants awarded by the Charity towards a "Charitable Endeavour" will be identified in the relevant set of annual accounts. The following details will be shown:*
 - a. *the name of the individual or organisation receiving the grant,*
 - b. *the value of the grant awarded by the Charity and the proportion of the total cost that the charity's grant provides, and*
 - c. *the endeavour's purpose.*

3. *Trustees have a duty to manage the Charity's assets effectively and, in support of this duty, will seek to ensure that all grants are used solely for the purposes intended. Thus, unless there are exceptional circumstances, the Trustees will require evidence of the following being in place before any grant payment is made:*
 - a. *a clear understanding of the project's total cost e.g. from quotes / estimates or materials prices,*
 - b. *any other funding source(s) being either obtained already, or written commitment(s) have been obtained to make such funds available,*
 - c. *the granting of all necessary permissions required to complete the project, and*
 - d. *a simple plan with 'timescales to completion' has been prepared. Trustees would normally expect projects to be completed within 12 months of any grant payment being made.*

4. *Finally, by completing this grant application form, the applicant(s) undertake to use any funds awarded solely for the purpose(s) described herein. The applicant(s) also undertake to:*
 - a. *provide a short 'project completion' statement to Trustees upon completion and that this statement confirms how the grant awarded by Trustees was used,*
 - b. *return any unused grant to the Charity after the project's completion, and*
 - c. *return the full grant amount if for some reason the project does not commence within 6 months of the grant payment being made.*

PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION FORM. IT MUST BE SIGNED AFTER THE DECLARATION FOR THE TRUSTEES TO MAKE A FORMAL DECISION, ALTHOUGH AN UNSIGNED VERSION (PROVIDING IT IS EXACTLY THE SAME AS THE SIGNED VERSION) SHOULD BE EMAILED TO BOTH THE SECRETARY AND THE TREASURER OF THE CHARITY EARLIER – THIS WILL ENABLE ALL TRUSTEES TO GIVE EARLY CONSIDERATION TO THE APPLICATION.

A. Name of person or organisation applying

B. If you are applying on behalf of an organisation,

please give your own name and position within that organisation

C. Contact details

D. Please describe your project or "charitable endeavour" (what you are going to do) and please also identify which group(s) of people within the three villages that will benefit (who you are doing it for)

E. What will be the TOTAL cost of your project

F. Please summarise how you have arrived at the TOTAL cost figure shown in box E. For example it could be one of the following: *Firm quote by 3rd party / Estimate by 3rd party / Priced up bills of materials / Own estimation without any detailed pricing information*

G. What sum are you applying for to be provided by this Charity

H. Where will the funds come from to make up the difference between the figure in box E and the figure in box G (it is important – and helpful to your application – to clearly state where any other funds will come from, the sums involved and whether these are already obtained, confirmed or intended)

Other Funding Source(s)	Sum to be obtained (£)	Obtained, Confirmed or Intended

I. Please list all necessary permissions sought and granted to enable your project to proceed. For example it could be one of the following: *agreement of Parish Council obtained on ddmmyy / permission of Community Centre trustees obtained on ddmmyy*

J. List the key milestones you have identified, along with associated timescales / dates from commencement through to completion. It is very important that we understand when you expect to complete the project

Milestone	Date to be reached

Declaration

I confirm that the information provided in this application is true and as accurate as can practicably be provided. I understand that the decision of the Charity's Trustees is entirely for them to make and that, if a grant is awarded, it may be for a sum that is lower than that applied for.

I also confirm that I have read and understand the section "Important Notes for Applicant(s)" at the beginning of this form and, in particular, undertake to comply with the requirements described in Note 4.

I also confirm that, if I am applying for a grant on behalf of an organisation, I am authorised to make this application on its behalf.

Signature

Date

Supplementary Guidance Notes for Applicants

1. As stated on the application form, an electronic (unsigned) version can be emailed to both the Secretary and the Treasurer as soon as it is complete. We recommend this as it makes distribution to all Trustees much easier and speeds up the charity's response.
2. We aim to provide a definitive response to the application within four weeks of the signed application being received by the Secretary. We will do this by convening a meeting at which more than 50% of Trustees are in attendance, or if not in attendance, have stated their view in writing to the Secretary before the meeting takes place. At the meeting, a decision(s) will be made by vote and if necessary, the Chairman shall have the casting vote(s).
3. The written response to the applicant will state whether the application has been successful; the sum of money to be granted; when the money will be made available and any specific conditions the Trustees wish to apply (if any) that are in addition to those contained in the grant application form.
4. As an independent charity, the Trustees are not obliged to provide an explanation to an applicant who is unsuccessful in obtaining a grant, or where a grant is made that is lower than that applied for. They may, however, choose to do so and it is necessary for applicants to recognise that whatever decision is made by Trustees, that decision is final and there is no recourse to any other party to seek to change the decision made.