



GRANT APPLICATION FORM

Introducing your organisation

Name of organisation:	Charity no:
Address where activities take place:	
Email address:	Contact phone number:
Name of contact:	Position held:
Correspondence address (if different):	
Date started:	Number of committee members:
Area served:	Number of paid staff:
Name of secretary:	Number of volunteers:
Name of treasurer:	Number of members:
Bank name:	Bank branch:
Cheques payable to:	

Please tell us briefly what your group does and who benefits. Do all the beneficiaries reside in Harpenden?

Describing your project (please explain why you are applying for a grant):

Detailing your request

Please tell us exactly what you want to do with the grant, eg list of items and their costs – for specific purchases, copy of quotations or estimates – for a capital project and budget for the period that the grant is to cover

Date expenditure is due:

Grant requested:

Please tell us about your fundraising plans. Please let us know about any money raised from other sources or contributed from your own funds

Any applications you have submitted to other bodies, and the outcome:

Where do you anticipate the rest of the money is likely to come from, if you have not applied for the total cost of the project? What do you propose to do if all your anticipated costs are not covered?

Date project or work is due to start:

Total cost:

Completing your application*Tick if included*

Please be sure to include:

Your organisation's constitution or rules (if formalised)

Your latest Annual Report and Accounts *unless your group is new) if any

Your recent project budgets or quotations (if appropriate)

Any other supporting material (please describe below)

Declaration

I confirm on behalf of _____ that I am duly authorised to sign this application, and that the information given is correct to the best of my knowledge. I understand that any grant awarded may only be used for the purpose specified, and agree to comply with any conditions that the Trust may attach to it. I undertake to supply the Harpenden Trust Community Fund with copy receipts or other evidence of expenditure as appropriate.

Signature

Date

*Office use only:**Approved:**Request for cheque*

The Harpenden Trust is a registered Charity, number 1118870, company number 5951591.(registered address 90, Southdown Road, Harpenden, AL5 1PS)

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