

For Office Use:

Cat:

Round:

App No:



GRANT APPLICATION FORM

Please complete every section using **only** the space provided. Do **not** write 'SEE ATTACHED' or create continuation sheets. You are welcome to include supplementary information (eg,

publicity leaflets) about your charity with your application.

Name of charity:			
Charity registration no:			
Date established:		<i>This should be the date that your charity first appointed a management committee and adopted its governing document.</i>	
Address for correspondence:			
County:		Post code:	
Main contact:			
Job title/position:			
Main telephone no:		Mobile no:	
Email address:			
Charity website:	www.		

How many people are on your management committee?				
How many <u>paid staff</u> do you employ?	Part-time:		Job title(s):	
	Full-time		Job title(s):	
How many <u>regular</u> volunteers help you?	Part-time:		Main role(s):	
	Full-time		Main role(s):	

What are the aims and objectives of the charity?

What are the main activities of the charity?

Who are your main beneficiaries and what issues do they face?

Approximately how many people benefit from your work each year?

How do you know that your work is needed?

What difference does your work make to your beneficiaries?

Please provide the following information from the latest accounts approved by your charity:

Funding period (dd/mm/yyyy):

From:

To:

Income £

Expenditure £

Unrestricted Reserves £

If unrestricted reserves are more than expenditure then it is unlikely that we will award a grant unless you can explain why you are not spending any of your reserves on the work you are asking us to fund:

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Date:

£

How much does the charity plan to spend in <u>total</u> in <u>the next 12 months</u>?	£
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Please summarise the charity's main areas (e.g. salary, rent, volunteer expenses) of projected expenditure for the next 12 months and details of the funding you have secured to date. We want to know how our grant would fit into the whole funding picture, so your figures should relate to the charity's total expenditure and income and not just how you would spend our grant.

<u>Area of Expenditure</u>	<u>Cost</u>	<u>Source of Funding</u>	<u>£ Secured</u>
	£		£
	£		£
	£		£
	£		£
	£		£

Total amount secured towards your 12 month budget forecast?	£
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How much funding are you seeking from the Yapp Charitable Trust? *The majority of our grants are for more than one year. If your forecast budget for year 2 and/or 3 is significantly different to that above then please attach a separate sheet outlining the variance.*

Year 1: £	Year 2: £	Year 3: £	Total : £
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Are you asking us to fund any particular service or area of expenditure in your budget forecast? *If so, please specify which (otherwise we will assume you are seeking our grant as a contribution towards the overall costs):*

Why do you need our grant? *If you need our funding to replace an existing grant, tell us when this expires. If funding has been cut, tell us when this occurred. If your income has reduced unexpectedly, tell us why:*

Which of our priority areas (outlined on page 1 of the guidelines) does the work that you are asking us to fund fall within?

- Elderly
- Disability/Mental Health
- Education/learning
- Children & young people
- Moral welfare

How did you hear about the Yapp Charitable Trust?		
Does your charity have its own bank account that requires at least two unrelated individuals to authorise expenditure?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If we award a grant we will either issue a cheque or make payment directly into your bank account. Please provide your bank details:		
Account name:		
Bank name:	Bank branch:	
Sort code:	Account no:	

Part of the information you give to us will be held on computer. This information will be used for the administration of applications and grants and for statistical analysis only.

Declaration

I confirm that I am authorised to sign this declaration on behalf of the charity and that to the best of my knowledge all answers to the questions on this form are accurate. If a grant is awarded, the charity will use it only for the purpose(s) specified in the application form and will monitor expenditure appropriately and report progress to the Yapp Charitable Trust as required.

Signature:	
Name (CAPITALS):	
Position:	Date:

Submitting Your Application

Please include your most recent **annual report, accounts** and any other supporting literature (e.g. promotional leaflet, newsletter and /or photographs) with your application and send:

- By **post** to: Joanne Anderson, Trust Secretary, The Yapp Charitable Trust, 8 Leyburn Close, Urpeth Grange, Chester le Street, Co Durham. DH2 1TD
- By **email** to: apply@yappcharitabletrust.org.uk

NB -If you submit your application and accounts electronically then you will still need to print, sign and post this declaration page the above address.

We aim to acknowledge receipt of your application within 2 weeks and will keep you informed of timescales and procedures relating to the decision making process at all stages.

