

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> or <u>sessional workers</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?

Where and when do your main activities take place?

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

Approximately how many people benefit from your work each year?

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:

£

Organisational budget - Please provide details of projected expenditure for the next 12 months together with details of secured and anticipated income. 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 on how you would spend our grant.

Budget period (dd/mm/yyyy):		<i>From:</i>	<i>To:</i>
<u>PROJECTED EXPENDITURE</u>		<u>Amount</u>	
Salaries		£	
Rent/premises costs/room hire		£	
Utilities (heating, lighting etc.)		£	
Activity costs		£	
Volunteer expenses/training		£	
Other (please summarise):		£	
Other (please summarise):		£	
Total projected expenditure:		£	
<u>INCOME</u>		<u>Projected £</u>	<u>Secured £</u>
Grants/contracts <u>Key funder(s):</u>	<u>Date decision expected (if pending) or date grant expires (if secured):</u>	£	£
		£	£
		£	£
		£	£
Donations		£	£
Trading/room hire income		£	£
Fees/member contributions/subs		£	£
From reserves		£	£
Fundraising activity <i>If your charity does not undertake fundraising activities, please briefly explain why:</i>		£	£
Other income (please summarise):		£	£
Other income (please summarise):		£	£
Total projected & secured income:		£	£

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 on page 3 then please attach a separate sheet outlining the variance.*

Year 1: £

Year 2: £

Year 3: £

Total : £

Are you asking us to fund any specific 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:

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

No

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 leaflets, newsletter and /or photographs) with your application and send by post to: Joanne Anderson, Trust Secretary, The Yapp Charitable Trust, 1st Floor, MILE House, Bridge End, Chester le Street, Co Durham. DH3 3RA or 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 to 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.