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# GRANT APPLICATION FORM

Please complete all sections. Almost all fields have character limits so please use **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.

## Section 1 – About your charity

<b>Name of charity:</b>		
<b>Charity registration no:</b>		<i>As listed on the Charity Commission website</i>
<b>Date established (dd/mm/yyyy):</b>		<i>When your charity first appointed a management committee and adopted its governing document. You must have been operating as a fully constituted organisation for at least 3 years, even though you may have registered as a charity more recently.</i>
<b>Address for correspondence:</b>		
<b>County:</b>	<b>Post code:</b>	<b>Region:</b>
<b>Charity website:</b> www.		

## Main contact - *The person we will contact if further information on the charity and/or funding request is required.*

<b>Name:</b>		<b>Job title/position:</b>	
<b>Landline telephone no:</b>		<b>Mobile telephone no:</b>	
<b>Email address:</b>			

## Trustees, staff & volunteers

<b>Number of trustees:</b>
<b>No of volunteers (excluding trustees):</b>
<b>Key volunteer roles:</b>
<b>No of full-time paid staff:</b>
<b>Job titles/roles of full-time paid staff:</b>
<b>No of part-time paid staff (including sessional workers):</b>
<b>Job titles/roles of part-time paid staff:</b>

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Date:

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<b>Charity objects &amp; activities/services</b>	
<b>Main objects:</b>	<i>What was the charity set up to do?</i>
<b>Main activities:</b>	<i>What are the primary activities/services that the charity delivers?</i>
<b>Where and when do main activities take place?</b>	<i>How often (weekly/monthly)? On what day(s) of the week? At what time(s)? At which location(s)?</i>
<b>How many people access the activities?</b>	<i>State whether this is per day/week/month/year.</i>
<b>Who are your main beneficiaries and what issues do they face?</b>	<i>Tell us about the people that access your main activities and what problems they are dealing with.</i>
<b>What difference does your work make to your beneficiaries?</b>	<i>Describe the changes and/or benefits that result from the activities/services the charity provides.</i>

<b>Section 2 – Finances</b>	
<b>Last financial year</b>	<i>Please provide the following information from the most recent accounts approved by your trustees.</i>
<b>Financial year end (FYE) - dd/mm/yyyy:</b>	<i>This should correlate with the organisation's FYE date on the Charity Commission's website.</i>
<b>Income:</b> £	<i>Charity's total income in the last financial year.</i>
<b>Expenditure:</b> £	<i>Charity's total expenditure in the last financial year.</i>
<b>Restricted reserves:</b> £	<i>Funds that were given for a specific purpose.</i>
<b>Unrestricted reserves:</b> £	<i>Including designated funds. We do not fund charities with unrestricted reserves that equate to more than 12 months expenditure (or projected expenditure).</i>

<b>Current financial year</b>	<i>Please provide the following information from your charity's budget forecast for <b>this</b> financial year.</i>
Financial year-end date – dd/mm/yyyy:	
Projected expenditure (A): £	<i>The charity's TOTAL estimated expenditure for this financial year. Amounts over £40,000 are not eligible.</i>
Main areas of expenditure and associated costs:	<i>For example: salaries/sessional fees-£15,500, rent-£2,300, utilities-£1,250, volunteer expenses-£3,350.</i>
Amount of income secured to date (B): £	<i>How much funding has been secured towards projected expenditure in this financial year?</i>
Summary of secured income to date:	<i>For example: restricted reserves-£3,000, donations-£1,400, fees/subs-£2,750, fundraising activities-£900, unrestricted reserves-£2,000.</i>
Shortfall to secure (A-C): £	<i>Projected expenditure (A) less secured income to date (B).</i>
Summary of proposals for meeting the shortfall:	<i>How does the charity plan to meet the proposed shortfall? If grant applications are pending, state which funder(s) and when a decision is expected.</i>
Does the charity charge fees/subs? If so, at what rate? If not, please tell us why.	<i>Briefly summarise the cost of accessing the charity's activities/services. Specify if the amount is per session/week.</i>
<b>Your grant request</b>	<i>Please provide information about your request for a grant from the Yapp Charitable Trust.</i>
Total amount requested: £	<i>Requesting more than £3,000 per year will not increase your chances of us awarding our maximum grant of £9,000 over 3 years.</i>
Over how many years?	<i>Most of our grants are for more than one year.</i>
Are you asking us to fund any specific activity/service or cost area in your projected expenditure?	<i>If so, please specify which (otherwise we will assume you are seeking our grant as a contribution towards overall running costs of the charity).</i>
Why do you need our grant?	<i>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.</i>

Which of our priority groups does the work you are asking us to fund focus on (select one only)?

- Elderly  
 Youth  
 Disability  
 Social Welfare  
 Education

- *Elderly – work that benefits older people*
- *Youth – work that benefits children and young people (aged 5-25yrs)*
- *Disability – work that benefits people with physical impairments, learning difficulties or mental health challenges*
- *Social Welfare – activities/services that support people trying to overcome life-limiting problems of a social, rather than medical, origin (such as addiction, relationship difficulties, abuse, offending)*
- *Education – with a particular interest in people who are educationally disadvantaged, whether adults or children*

## Declaration

By submitting this application, you agree to allow The Yapp Charitable Trust to retain the information provided on our database in order to process and assess your funding request and to administer any grant(s) that we may award. Personal data submitted to us via this website or directly via email or post will be used for the purposes specified in our privacy statement (available to download from our website) which include; enabling access to online services on our website; sending non-marketing communications; sending email notifications relating to your grant application; and dealing with enquiries or complaints.

The Yapp Charitable Trust reserves the right to hold data related to grant applications for archive purposes in order to facilitate a high standard of due diligence which will enable us to continue to fulfil our charitable objects.

I confirm that I have read and agree to the above.

I confirm that I am the main contact named in Section 1 of this application and am authorised to submit this funding request on behalf of the charity.

**Signature:**

**Date:**

**On behalf of (charity name):**

## Submitting your application

Please include a copy of your latest accounts when submitting your application. **We cannot process your request for funding without this documentation.** The financial year-end date should correlate with that in Section 2. You are welcome to send us additional supporting information (such as annual report, promotional leaflets, newsletter or timetable of activities).

Applications should be addressed for the attention of Joanne Anderson, Trust Secretary and sent by post to: 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](mailto: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 address below**

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.