

GRANT APPLICATION FORM - Organisation application



PLEASE NOTE:

Grants are made for **one specific item or purpose**. They **are not** awarded for recurring expenses such as mortgage, rent, phone or fuel bills, nor to pay off creditors. To apply for a grant, your organisation must reside within the Kent, Essex or London areas.

- **You must use this form without changing its layout.**
- Write clearly in black ink and complete all parts of the form
- You **must** attach a supporting letter from an independent referee.
- Please include evidence of any benefits you receive.

YOUR ORGANISATION DETAILS

Organisation name	_____
Organisation address	_____
_____	Postcode _____
Email _____	Telephone _____

YOUR CONTACT DETAILS

Title _____	Full name _____
Home address	_____
_____	Postcode _____
Email _____	Telephone _____

PAYMENT

Please tell us how to make your payment if your application is successful. Please note that we pay by cheque.

Cheque payable to: _____ Send cheque to: Applicant/Referee

INDEPENDENT REFEREE

Please give details of the person providing your supporting letter. We do not accept referees who are members of the family or family friends. The referee must confirm your situation **and reason for the grant**. We are unable to assess applications without a referee's letter.

Name _____ Job role _____

Organisation _____

Home address _____

_____ Postcode _____

Email _____ Telephone _____

WHY YOU ARE APPLYING FOR A GRANT

NB Applying to other charities can improve your chance of success.

What you need to the grant for _____

Amount requested £ _____

Other charities you have applied to in connection with this need and the result if known

STATEMENT OF NEED

Please give any useful information to support your request, even if an explanatory letter has been sent. Please provide information such as (e.g.) list of items and costings

YOUR ORGANISATION

No. of beneficiaries _____

(relative to the application of the grant – i.e. how many people will benefit from the funds)

YOUR ORGANISATION INCOME AND EXPENDITURE

Please give details of your organisations income (the money you have coming in) and expenditure (your outgoings). You can give the financial details on a weekly or monthly basis but please tick to say which they are.

INCOME

Weekly

Monthly

Include regular income from sources such as memberships, class fee's etc. Include income from your spouse/partner or other adults who contribute to your household. Please also note any other funds available/debts.

Source of Income	Amount	Debts (if any)	Amount
		Total	
		Other funds (if any)	Amount
Total		Total	

TAX STATUS

We are required to ask about the residency status of all applicants for tax purposes. **Please tick the statement that applies to you.**

<input type="checkbox"/>	The organisation resides in the UK for tax purposes and is not tax resident outside the UK
<input type="checkbox"/>	The organisation has tax residency outside the UK Please state where you need to pay tax outside the UK: _____ Tax Identification Number (TIN) outside the UK is: _____

DATA PROTECTION

The information you have given will be used to process your application to us. We may contact your referee during the application process. We may contact any grant-making charities you have told us about because this can help with the application process. We will never pass your details on to organisations not mentioned by you on this form. We store your details electronically for the purposes of grant administration and our audit obligations. We shred your application form and documents after the application outcome is decided and our audit requirements are met.

Please tick this box if you agree to let us use your data in this way

How did you hear about Sporting Tree Foundation?

DECLARATION

I confirm that all the details I have given on this form are correct, and I have not knowingly withheld any information that may influence the decision of my grant.

Signature of applicant _____ **Date** _____

THANK YOU FOR FILLING IN THIS FORM

Please send the completed form to **Sporting Tree Foundation, 22 Dental Close, Sittingbourne, Kent, ME10 1DT.**