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| **1** | **Name of Charity making the application:** |
| **2** | **Registered Charity Number:** *(Must be fully UK Registered)* |
| **3** | **Name the Current Trustees of your Charity:** |
| **4** | **What are the Main Objectives of your Charity?** |
| **5** | **Name and position held by Main Contact:** |
| **6** | **Contact Address:** |
| **7** | **Phone Number:** |
| **8** | **Mobile Number:** |
| **9** | **Email Address:** |
| **10** | **Website address of the Charity:** |
| **11** | **Name of the Project:** |
| **12** | **Give details of the activity for which a grant is requested, explaining how any funding would be applied.** |
| **13** | **Explain the need for this activity.** |
| **14** | **Total Cost of the Project:** (*include a 1-page project budget showing Income& Expenditure****)*** |
| **15** | **Grant level requested:**  £ |
| **16** | **What other funding is already secured or committed for the project. How will any balance of funding be raised?** |
| **17** | **State the Reserves policy of the charity and current levels**: |
| **18** | **Dates of the Project and details of where it will take place:** |
| **19** | **When would the grant be required?** *(This should generally be at the onset of the funded activity)* |
| **20** | **How will the Project be Evaluated?** |
| **21** | **How many people will participate in, and/or benefit from the project?** |
| **22** | **Who will be responsible for the delivery of the project from within the organisation?** |
| **23** | **Explain what difference the work you propose will make to your organisation and/or to the relevant artistic sector/s involved. What are the anticipated legacy outcomes?** |
| **24** | **Explain how this activity will be sustained (*if at all)* beyond the period of funding.** |
| **25** | **Any other significant information that might assist your application.** |
|  | **FOR TRUST USE ONLY:** |

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| **Application Checklist**: Please ensure that you have read carefully all the Guidelines, and the FAQ’s, before making your application, which should include the following:   * 1 page A4 cover letter on the headed notepaper of the Charity making the grant request. * The completed Grant Application Form. (Maximum 4 pages using point size no smaller than 10). * One page of financial information relating to the project. * The project budget should balance, and Income should be marked as confirmed or otherwise. * One item only of supplementary supporting information.   ***The application should be emailed to the Trust.***  [***colwinstontrust@colwinston.org.uk***](mailto:colwinston.trust@ntlworld.com)  The two deadlines each year are 30th September and 31st March.  No extensions will be given.  Receipt of the application will be acknowledged by email, usually within the week of receipt.  Only successful applicants will be contacted, usually within 2 weeks following the meetings of trustees held in April or early in May and late October/November.  If you do not hear from the Trust within this period then you should assume that your application has not been successful.  The decisions of the trustees are final, and due to the volume of applications received, it is not possible to enter into correspondence with unsuccessful applicants.  If you have any queries about making an application, please contact the Trust by email  *V5/ AMC/16/2/2023* | |
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