**Common Grant Application Form**

**1. Name of Organisation/Group**

|  |
| --- |
|  |

**2. Address**

|  |
| --- |
|  |

Street Address

|  |
| --- |
|  |

Street Address Line 2

|  |
| --- |
|  |

City/Town/Village

|  |
| --- |
|  |

Postcode

|  |
| --- |
|  |

Website/social media

**3. Details of contact person**

|  |  |  |
| --- | --- | --- |
|  |  |  |

 Title Name Position

**4. Main contact number**

|  |
| --- |
|  |

**5. Second contact number**

|  |
| --- |
|  |

**6. Email**

|  |
| --- |
|  |

**7. Do you have any communication needs (e.g. BSL, large print)**

|  |
| --- |
|  |

By entering information in the box above you give your consent for Tarn Moor Estate to hold this information. See Privacy Notice for more information.

**8. Please select your organisational structure**

[ ]  Informal group/community group

[ ]  Registered Charity

[ ]  Charitable Company Limited by Guarantee

[ ]  Community Interest Company (CIC) Limited by Guarantee

[ ]  Charitable Incorporated Organisation (CIO)

[ ]  Community Benefit Society

[ ]  Other

**9. If you selected other, please describe**

|  |
| --- |
|  |

**10. Please provide registered number(s) (charity / company etc)**

|  |
| --- |
|  |

**11. Please briefly tell us the aims of your organisation and what you do (up to 300 words)**

|  |
| --- |
|  |

**12. Please tell us the number of:**

|  |  |
| --- | --- |
| Trustees / directors / committee / governing body members  |  |
| Full-time and part-time equivalent staff |  |
| Volunteers (excluding those listed above) |  |

**13. Please describe the project, service or activity you are asking us to fund (up to 500 words)**

|  |
| --- |
|  |

**14. Why is this project, service or activity needed (up to 300 words)**

|  |
| --- |
|  |

**15. Who will benefit from this project, service or activity (up to 100 words)**

|  |
| --- |
|  |

**16. How many people do you think will benefit from your project, service or activity?**

|  |
| --- |
|  |

**17. Where will your project, service or activity take place: region, local authority, city, village, ward?**

|  |
| --- |
|  |

**18. What difference will your project, service or activity make to the lives of those who take part? (up to 300 words)**

|  |
| --- |
|  |

**19. When do you expect the project, service or activity we are funding to start?**

|  |  |  |
| --- | --- | --- |
|  |  |  |

Day Month Year

**20. When do you expect the project, service or activity we are funding to end?**

|  |  |  |
| --- | --- | --- |
|  |  |  |

Day Month Year

**21. How will your project, service or activity help to meet our aims/priorities?**

|  |
| --- |
|  |

**22. About Money – please tell us what your project, service or activity will cost**

|  |  |
| --- | --- |
| Total project/service/activity cost | £ |
| How much are you asking for? | £ |

**23. If you are asking for less than the total project/service/activity cost, please tell us where the rest of the funding is coming from and when you hope that it will be secured**

|  |
| --- |
|  |

**24. Budget for project/service/activity**

|  |  |  |
| --- | --- | --- |
| Item | Amount | Description |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**25. Please tell us what you think your income will be for the current financial year**

|  |
| --- |
|  |

**26. Please tell us what you think you will spend in the current financial year**

|  |
| --- |
|  |

**27. Is there anything else you want to tell us about your finances going forward?**

|  |
| --- |
|  |

**28. Amount of current unrestricted/free reserves**

|  |
| --- |
|  |

**29. Does your organisation have a bank account**

 [ ]  Yes

 [ ]  No (please describe below who will hold the funds you have requested)

**30. If your organisation does not have a bank account, please explain who will hold the funds you are requesting**

|  |
| --- |
|  |

**31. Name of bank account**

|  |
| --- |
|  |

**32. Name of bank/building society**

|  |
| --- |
|  |

**33. Bank account number**

|  |
| --- |
|  |

**34. Bank sort code**

|  |
| --- |
|  |

**Declaration**

Please sign the application form (an electronic copy of your signature is acceptable) in order to confirm that:

* you are authorised to make this application on behalf of your organisation
* the information provided is accurate and true (if it is not it may result in the application being delayed or declined)
* your application has been authorised by the governing body of your organisation (the board or committee that runs your organisation)
* you will comply with our terms and conditions, which will include a requirement to report back to us on how the funds were used

|  |  |
| --- | --- |
| **Title** |  |
| **Name** |  |
| **Job title/role/position** |  |
| **Signed** |  |
| **Date** |  |

**Application Checklist**

**Please check that the following documents have been included in your submission:**

* The completed and signed application form with all boxes completed.
* Your organisation’s most recent, audited/examined statement of accounts and balance sheet (where applicable). If you are a new group and do not have these, please send a copy of your most recent bank statement with a brief note about your financial position.
* A copy of your most recent bank statement.
* Your organisation’s terms of reference or constitution or governing document.
* CICs will need to send a statement signed by all Directors stating they agree to the application being submitted.
* For funding requests over £5,000 please include a copy of your project plan (including activities and key milestones, timescales, and who will undertake each activity).

**Please return your application:**

By email: tarnmoorclerk@gmail.com

By post: c/o Dacre, Son & Hartley, 1-5 The Grove, Ilkley LS29 9HS