

SMALL GRANT APPEAL FORM
APPEALS FOR GRANT REQUESTS BELOW £10,000 ONLY

Trusthouse Charitable Foundation

www.trusthousecharitablefoundation.org.uk

Registered Charity No: 1063945

Registered office: 6th Floor, 65 Leadenhall Street, London EC3A 2AD Tel: 020 7264 4990

Please refer to the Guidelines for Applicants before completing your application

Name of Charity/Organisation:	Registered Charity or Company No: (if applicable)	
Name of person making this appeal:	Position in Charity/Organisation:	
Address:	Tel:	
Postcode:	Mobile :	
e-mail:		
Correspondence Address and Contact Details for this appeal if different to above		
What does your charity/organisation do?		
Criminal Records Bureau (CRB) checks or equivalent: Do all staff have enhanced CRB checks or equivalent? If not, please explain why in your additional information.	YES <input type="checkbox"/> NO <input type="checkbox"/>	
What is the project for which you are applying? Please give brief details of its aims and intended practical results:		
Total cost of project: £	Funds raised to date: £	Amount being requested (must be LESS than £10,000) £

PLEASE TURN OVER!

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Check list of supporting information: you must include the following for your appeal to be considered.
If you have any questions, please contact the office.

- Up to 2 sides of A4 giving additional information, as listed in the Guidelines
- Latest audited accounts
- Detailed budget for this project

Trusthouse makes payment of grants by cheque only. If your appeal is successful, to whom should the cheque be made payable?

Declaration by applicant:

I hereby apply for a grant from the Trusthouse Charitable Foundation. I understand that knowingly providing incorrect or misleading information in any part of the application, or at any time during the period of the grant, may invalidate the entire application.

Signed:

Date:

For Office Use Only:

Received:

Income:

Applicants are also required to provide:

1. supporting information on two sides of A4 covering the following:
 - a) state clearly **who they are, what they do and whom they seek to help.**
 - b) give the applicant's **status**, e.g. registered charity.
 - c) **describe clearly the project** for which the grant is sought answering the following questions:
 - what is the aim of the project and why is it needed?
 - what practical results will it produce?
 - how many people will benefit?
 - d) state what **funds have already been raised and from whom** for the project, and name any **other sources of funding being applied for.**
 - e) include a **detailed budget** for the project (this may be given on a separate sheet)
 - f) ask for a **specific amount.**
 - g) explain how the project will be **monitored and evaluated.**
 - h) explain where **on-going funding** (if required) will be obtained when the Foundation's grant has been used.
2. the organisation's **most recent accounts** agreed by an Auditor or Independent Examiner. If these accounts show a significant surplus or deficit, please explain.

Please keep the application as simple as possible and avoid the use of technical terms, acronyms and jargon. Please do not send DVDs or CDs or refer to websites for additional information.