# **GRANT APPLICATION FORM**

Before completing this application form please ensure that you have read and understood all the information provided. The form is designed to be completed electronically whilst retaining its formatting.

Please provide as much relevant information as possible about the project for which you are seeking funding. Please include any supporting documents that are relevant to your Application. If you have any queries regarding this form please contact the Chair of Trustees.

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| **1. Name of Organisation** |
|  |
| **2. Your Charity Registration Number (If applicable)** |
|  |
| **3. Name and position of Person applying** |
|  |
| **4. Correspondence Address** |
|  |
| **5. Contact Telephone number (landline and mobile)** |
|  |
| **6. Email Address** |
|  |
| **7. Website** |
|  |
| **8. Social accounts (please provide details of all accounts held e.g. FB page, Instagram, LinkedIn, Twitter, YouTube channel etc.)** |
|  |
| **9. What geographical areas benefit from this appeal?** |
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| **10. Please describe the aims of your organisation** |
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| **11. PROJECT/APPEAL INFORMATION****Give full details of the aspect of the work for which you are seeking a grant and state what this grant would help you to achieve. Please include points such as how many people will benefit, proposed starting date (if any) and if this is an ongoing project how will this be staffed and financed in the future:** |
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| **12. Who will benefit from your work/project** |
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| **13. What is the total amount sought in the appeal** |
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| **14. What is the amount sought in this application** |
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| **15. Is your organisation providing funding towards this amount? (If yes, please provide details)** |
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| **16. If this is a specific project, please provide or enclose costings and detailed timescales envisaged (in a separate document if appropriate).** |
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| **17. Please list other Trusts, Charities and Organisations approached by you and amounts awarded:** |
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| **18. Have you been helped by this Charity before? If yes, please give details of amount(s) awarded:** |
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| **19. How did you hear about the Lord Mayor of Birmingham’s Charity?** |
|  |
| **20. Please provide payee details** |
| Bank Name |  |
| Account Name/Cheque Payee |  |
| Sort Code: |  |
| Account Number: |  |

**PLEASE ENCLOSE A COPY OF YOUR LATEST REPORT AND END OF YEAR ACCOUNTS**

**I CONFIRM THAT ANY GRANT RECEIVED WILL ONLY BE USED FOR THE PURPOSE DESCRIBED IN THIS APPLICATION**

|  |  |
| --- | --- |
| **Name (block capitals):** |  |
| **Signed:** |  |
| **Date:** |  |
| **Address (if different from address provided earlier):** |  |

**Please return the completed Form and all supporting documents to:**

charity@lordmayorbirmingham.uk

or

Chair of Trustees

Lord Mayor of Birmingham’s Charity

Malvern House

New Road

Solihull

B91 3DL



**THE LORD MAYOR OF BIRMINGHAM’S CHARITY**

**INFORMATION FOR ORGANISATIONS APPLYING FOR GRANTS**

1. The policy of the Trustees is to favour applications from small groups, organisations and self-help projects that benefit the *RESIDENTS OF BIRMINGHAM ONLY*
2. The Trustees will normally support specific projects in preference to a general appeal.
3. The Trustees prefer to support small groups, organisations and self-help projects that do not have paid Fundraisers.
4. The Trustees will only occasionally support salary costs and limit the support of capital projects.
5. All questions on the application form must be fully answered, the Trustees will not consider a partially completed form.
6. Applicants must have bank account in the name of the organisation or group applying. A copy of your latest Accounts and Report must be supplied with your application form.
7. You may reproduce this application form using your own word-processing system. In such cases you must return the original form with your copy.
8. If any of the details on your application form change, please advise the Trustees as soon as possible.
9. By submitting an application, you consent to acknowledge The Lord Mayor of Birmingham’s Charity in your marketing/promotional material and to being profiled by the Charity in our marketing/promotional material.