

1. Application Summary

Name of organisation:	
Project Title:	
Amount Requested:	£
Project Overview: <i>(A short summary - you can explain in more detail later)</i> <i>320 characters maximum</i>	

2. Basic Details

Your Name:	
Position in organisation:	
Correspondence address:	
Telephone number:	
Email address:	

3. About your project

How many people do you expect to benefit from your project?:	
Approx. how many of these will be residents of Bourne?:	

<p>How did you calculate how many people will benefit?</p>	
<p>Who will benefit?</p> <p><i>(Demographic information of the end beneficiary - age range, gender, religious beliefs as appropriate)</i></p>	
<p>When will the grant be required (month and year)</p>	
<p>If the grant were to be paid in instalments, would this cause you any difficulty?</p>	<p style="text-align: center;">YES NO</p>
<p>If yes to above, why?</p>	

Please explain the purpose of your grant in more detail
(Tell us about your project, what the grant will be used for and who it will support)

4. About your organisation

Briefly explain what your organisation does, how it helps, and what your objectives are?
(Talk generally about your organisation, and not specifically to this project)

What is the legal status of your organisation? <i>(More than one might apply)</i>	Company limited by guarantee (Company Nr. _____) Registered Charity (Charity Nr. _____) Unregistered voluntary organisation Other (_____)		
Are you part of a larger organisation, such as a national organisation? If yes, please tick connection <i>(Grants can only be made for the direct benefit of the inhabitants of Bourne)</i>	YES NO	Financial Management Affiliation	
Would you describe yourself as a membership organisation?	YES NO		
Do members pay set fees?	YES NO	N/A	
Do members make voluntary contributions?	YES NO	N/A	
Do members make no payment?	YES NO	N/A	

Please state approx. number of members <i>(leave blank if N/A)</i>	
In what year was your organisation established?	
How is your organisation managed?	Board of trustees or equivalent Committee Other (_____)
Does your organisation have any paid staff?	YES NO
Does your organisation have any volunteers?	YES NO
Is any part of your work covered by statutory duties? <i>(This could be a duty on any Government, local authority or other statutory body)</i>	YES NO If yes, please explain:
Are any of your services delivered under contractual or funding arrangements? <i>(For example, a contract with a local authority or health authority)</i>	YES NO If yes, please explain:
Does your organisation have any responsibilities outside of the Bourne area?	YES NO If yes, please explain geographical spread:
Do you have any other initiatives planned or underway this year, in addition to those with which your grant relates?	YES NO If yes, please give details:

Which month does your financial year end in?	
Are your accounts audited?	<p style="text-align: center;">YES NO</p> <p style="text-align: center;"><i>Please submit a copy of your latest accounts when returning this form</i></p>
Are your submitted accounts more than 9 months old? If so, please advise your current bank balance	<p>Our accounts are less than 9 month old</p> <p>Our accounts are older than 9 months and our current bank balance is £_____</p>
In the current financial year, have you received funding from the Len Pick Trust or any other trust?	<p>No</p> <p>Yes, LPT grant in (year)_____</p> <p>Yes, grant from _____ received in (year) _____ for £_____</p>
In previous financial years, have you received funding from the Len Pick Trust or any other trust?	<p>No, we've never had a grant before</p> <p>Yes, LPT grant in (year)_____</p> <p>Yes, grant from _____ received in (year) _____ for £_____</p>
What restricted funds did you have at the start of the current financial year?	£
What unrestricted funds did you have at the start of the current financial year?	£
What is your typical monthly expenditure <i>(You may express this as an absolute amount or a range)</i>	£
Does your organisation have any significant involvement or work with Children or Vulnerable Adults?	<p style="text-align: center;">YES NO</p> <p style="text-align: center;">If yes, please confirm that you have appropriate safeguarding policies in place:</p> <p style="text-align: center;">YES NO N/A</p>
Is this anything else you would like Trustees to know about your financial position? <i>(Include any information you feel might be relevant)</i>	

5. Bank Account Details

Please provide your organisation's bank account details, so that we can make payment if your grant application is approved.

Account Number:			
Sort Code:		Account Name:	

6. Declaration

When you have completed your application, please sign this declaration

I, _____ am an authorised representative of _____. To the best of my knowledge the information I have provided on this application form is correct. If the Trust awards a grant this will be used exclusively for the purposes described and we will abide by the conditions in Appendix A.

(Tick) If our grant application is approved, I consent to The Len Pick Trust using our project in marketing activities, including on social media channels.

Signature: (Typed name is acceptable)	_____
Date:	
Position in organisation:	

7. Submitting your application

Please tick the documentation you are submitting with this application:

Most recent accounts

Your organisation's budget or management accounts for previous financial year if audited accounts are not yet available

Your organisation's budget for the current financial year

Your organisation's budget for the year in which the grant will be spent (if applicable)

Project budget (if applicable)

Annual report

Other (Please state _____)

Thank you for completing this grant application form. Please now save this form and email to enquiries@lenpicktrust.org.uk - you can also do this by clicking the button below.

Appendix A: Grant Terms and Conditions

In the event that your grant application is approved, by signing section 7 you agree to abide by the conditions detailed below, along with any grant-specific conditions which are stipulated in your grant award letter.

- 1.** We award a total and maximum grant as detailed in your grant award letter to assist in the work detailed in your application.
- 2.** You agree to use the grant only for the purpose stated in your application form and not to use it for any other purpose without the prior approval of Trustees.
- 3.** The Trustees reserve the right to ask for any residual unspent balance of the grant to be returned.
- 4.** You will return your completed 'Monitoring & Evaluation' form (downloadable from our website [here](#)) within 12 months of your grant being awarded, or within three months of the completion of your project, whichever is sooner. This should be accompanied by your most recent annual report and accounts.
- 5.** You agree that the Grant given by the Len Pick Trust will be acknowledged in any publicity material, issued by yourselves, in connection with the project. You also agree to display appropriate signage indicating that the project was funded by the Len Pick Trust as appropriate (signage will be provided by the Trust).
- 6.** You will send copies of any photographs taken in connection with the project, which might be suitable for inclusion in our annual report, social media and other publicity.
- 7.** Wherever a project or other work to be supported by a grant from the Trust involves working with children or vulnerable adults, the charity/organisation receiving the grant confirms that approved appropriate safeguarding policies and procedures are in place. Your acceptance of this condition is implicit by the acceptance of your grant offer.
- 8.** You agree to ensure that any necessary permits, consents or licences have been obtained for any project to be funded by the grant and that the project complies with all relevant regulations and legislation.
- 9.** In acceptance of an offer the Grantee accepts and concurs that the grant of funding and any decision relating thereto, is at the sole discretion of the trustees and that the possibility of further grant aid is not assumed to be available at the expiration to which this offer relates.
- 10.** The Grant offer remains open for two years from the date of your award letter.