

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:	
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?:	

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 and who it helps
(Talk generally about your organisation, and not specifically to this project)

What percentage of your activities relate to the Bourne area?:	%
What will be your organisation's estimated total expenditure in the financial year in which you will be spent?	£
What funds (including fixed assets) did your organisation hold at the beginning of the current financial year?	£
Does your organisation have any paid staff?	YES NO
Does your organisation have any significant involvement or work with Children or Vulnerable Adults?	YES NO If yes, please confirm that you have appropriate safeguarding policies in place: YES NO N/A
Are your accounts audited?	YES NO <i>Please submit a copy of your latest accounts when returning this form</i>
Are your submitted accounts more than 9 months old? If so, please advise your current bank balance	Our accounts are less than 9 month old Our accounts are older than 9 months and our current bank balance is £_____

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 agrees to make 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

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.