



GRANT APPLICATION FORM

Summary

Name of organisation, group or individual :

Name of contact :

Name of project (if any) :

Grant requested : £

Date required :

Information we need

Are you incorporated : Yes / No

Are you VAT registered * : Yes / No

* If yes, grants will be paid net of VAT on the basis you can claim back the VAT

Are you a registered charity : Yes / No

Charity number (if yes) :

Are your organisation's financial records up to date : Yes / No

- If yes, you are confirming up to date financial records or accounts are available for inspection by the Society if required; if you are incorporated, the Society will check the Companies House website for your last accounts. Specifically related to income, you are also confirming all claims, subscriptions, membership fees, donations, outstanding debts etc have been collected or where outstanding are being pursued.

- If no, the Society will need to speak to you, so please call us to arrange a meeting.

Your project

Please send or email copies of estimates or quotes for the project *.

* Where necessary, the Society may ask to see any specialist's report related to the work

Please provide below a summary outlining the project and how you consider it meets the Society's objectives (see our website [here] for information on objectives)

Your funding

What other funding sources have you considered for this project. For example, grants, sponsorship, releasing reserves or investments, insurance claim etc.

Briefly describe the other sources :

What is the total cost of the project * £

* If VAT registered, please enter amount net of VAT

Amount requested from the Chislehurst Society £

Amount funded from own resources £

Amount funded from other sources £

Confirmation

I confirm that the information given is true and complete to the best of my knowledge and belief.

Your name _____

Organisation / Group _____

Your Position _____

Signature (not needed for email) _____

Date _____