

GRANT APPLICATION FORM

1. Summary

Name of organisation, group or individual	
Name of contact / your name	
Title of project	
Short description of project (max 50 words)	
Grant requested	£
Date required	

2. You or your organisation (Please delete the following as appropriate)

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	If 'Yes,' please provide charity number:
Are your organisation's financial records up to date?	Yes	No	N/A 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.

3. Your project

Remember to say how your project meets the following criteria, as these will be used to evaluate your proposal:

1. The proposed project addresses at least one of The Society's objectives ie the project has:
 - (a) an educational benefit - the proposed project will improve understanding about Chislehurst;
 - (b) an environmental benefit - the proposed project will assist in conserving and/or improving the environment;
 - (c) a public benefit - residents or visitors to Chislehurst will benefit from improved amenity or in other ways.
 - (d) historic significance - the proposal increases knowledge about our past or preserves assets of historical significance.
2. The project is clearly defined, with a clear budget and a clear end product - only in exceptional circumstances will the Society fund "open-ended" projects. The Society does not provide ongoing (revenue) funding for costs such as staffing, maintenance and repair.
3. The applicant is contributing, and/or other sources of funding have been explored.
4. The applicant can demonstrate value for money.

Indicate criteria addressed ie 1a,b,c,d; 2; 3; 4.	Please provide a description of your project.
Please attach copies of estimates or quotes for the project. Where necessary The Society may ask to see any specialist's report relating to the work.	

4. Your funding

Have you considered any other funding for this project? For example, grants, sponsorship, releasing reserves or investments, insurance claim etc. Briefly describe these other sources (if applicable):

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	£	

5. Confirmation

(This information will only be used to process your grant application and will comply with the Chislehurst Society's Privacy Policy)

I confirm that information provided is accurate and complete to the best of my knowledge and belief.			
Your name			
Your organisation / group			
Your position			
Your email			
Your telephone			
Your signature (not needed for email)		Date	

<i>To be completed by the Chislehurst Society</i>			
Grant Reference number		Date Approved	