

GRANT APPLICATION FORM

Please include a covering letter with the application. Please ensure that other than contact details for the organisation, the grant application form is anonymised, i.e. no personal information is provided by way of example.

About Your Organisation

Date of application:	
Name of organisation:	
Please state if affiliated to or part of a larger organisation or charity:	
Legal status of organisation:	
Charity No/ CIC No or other:	
Full postal address:	
Postcode:	
Main contact person for this application and position in organisation:	
Telephone:	
Email:	
Website details:	
Is your organisation inspected by an outside agency, such as Ofsted or CQC? Please state details of the outside agency.	
What was the date of the last inspection by this agency?	

Please describe the main activities of the organisation:

In which year did the organisation start?

How many volunteers are involved in the organisation?

How many full-time staff does the organisation employ?

How many part-time staff does the organisation employ?

Please state which insurance policies the organisation has in place.

Does your organisation have a Safeguarding Policy?

How frequently is your Safeguarding Policy reviewed?

Does your organisation have a Child Protection Policy?

How frequently is your Child Protection Policy reviewed?

Have all staff undergone a DBS check?

Have all volunteers undergone a DBS check?	
Does the organisation require all volunteers and staff to undergo refresher DBS checks and, if so, how frequently?	
Have all volunteers and staff undergone up to date safeguarding training and/or child protection training appropriate for the organisation?	
How frequently is refresher safeguarding and/or child protection training provided?	

Funding Request

Please give a short summary of the project for which the organisation is seeking funding.
(Detailed information may be included on a separate sheet, if applicable –no more than 2 sheets of A4).

What is the total funding required for this project?	
What funding is requested from the Clare Milne Trust?	
What funding is sought from others? Please provide details on a separate sheet, if applicable.	
How much does your organisation have available in reserve funds?	
How much has the organisation raised so far?	
How many people with a disability would benefit from the funds in total?	
How many people with a disability might benefit each week from your activities?	
Please state the expected age range of people that will benefit from the funds.	
How many weeks of the year does your organisation operate?	

Please state where the organisation expects the beneficiaries to be located. If not in Devon or Cornwall, please state how the project will benefit people in the South West.	
Please provide a budget or costings for the project.	
If the project is for building works, have all necessary planning consents been obtained?	
If full funding is not received, can the project be scaled down? If so, in what way?	

Where appropriate describe how the ongoing running costs will be met once the project is complete.

Finance

Date of latest accounts: (Please do not supply a copy of accounts).	
According to the latest accounts: What are the net assets of the organisation? Is this a fair reflection of the assets at market value? If not, please explain why this is not a fair reflection of the assets.	
How much of the organisation's assets are: Liquid or in a readily accessible form? Buildings wholly or largely occupied by the organisation? Other long term assets?	
To what extent is the organisation committed to future expenditure? Is it anticipated that this can be met from income or will it be necessary to realise assets?	
What was the organisation's total income for the financial year according to the last accounts?	
Please indicate the amount received in the financial year from: Total donations, legacies and grants.	

Investments. Fees charged. Other sources.	
What was the organisation's total expenditure for the financial year according to the last accounts?	
Please indicate the organisation's expenditure in the financial year on: Fundraising, to include marketing budget, salaries and other expenses <u>directly</u> related to fundraising. Other salaries (unless included in fundraising above). Please provide a breakdown of salaries. Other administration, to include expenditure on investment management.	
Does the organisation expect it's income and expenditure to remain at a broadly similar level during the current year? If not, please explain why you expect the organisation's income level to change?	

<p>Please sign and date the following declaration.</p> <p>To the best of my knowledge, all of the information that I have provided in this application is correct.</p> <p>Signature:</p> <p>Print name:</p> <p>Position in the organisation:</p> <p>Date:</p>
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National Charity

If the organisation is a National Charity please supply details, on a separate sheet, of the structure of the organisation within the South West.

Outcomes Monitoring

If the application is successful the Clare Milne Trust will require a report 12 months from receipt of the grant indicating how many persons with a disability have been helped and how.

Data Protection

Here at the Clare Milne Trust we take privacy seriously and will only use any personal information as part of the grant application and grant making process. We will not share any personal information with any third party unconnected with the Clare Milne Trust. We will retain personal information for no longer than is reasonably necessary, and for no longer than legally required in line with standard limitation periods.

Next Steps

Please keep a copy of this application for your records and send the original and a covering letter on the organisation's letterhead to:

Mrs Emma Houlding
Clare Milne Trust
Claypitts
Ladram Road
Otterton
Devon
EX9 7HT

A copy may also be sent via email to secretary@claremilnetrust.com.

If you have any queries regarding the application, please contact Emma Houlding via email on secretary@claremilnetrust.com.

Please note that the Trustees of the Clare Milne Trust may request a copy your organisations insurance or policy documents.