

# GRANT APPLICATION FORM

Please complete all sections of the form using **BLOCK CAPITALS** and black ink.

## CONTACT DETAILS

Name of organisation/group

Mailing address

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

### First contact details

Name

Position

Daytime telephone

Email

Website (if relevant)

### Second contact details

Name

Position

Daytime telephone

Email

Website (if relevant)

## ABOUT YOUR ORGANISATION

Geographical area your work is focused on

Which of the following best describes your organisation?

(Please tick as appropriate)

Registered charity

Applying for charitable status

Voluntary organisation

Parish/Town Council

Other (please specify)

How many people use your organisation?

Does your organisation have a constitution?

Yes  No

How many people are on the management committee?

What are the main activities of your organisation?

How many full-time paid staff do you have?

How many part-time staff do you have?

How many volunteers and informal helpers?

(other than management committee)

## ABOUT YOUR PROJECT

Describe the project you are requesting funding for. Please state whether this application is for a stand-alone project or for part of a wider project.

Does the project you are applying for have a clear start and end date?

Yes  No

If 'Yes', please provide details below:

Start date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

End date

D	D	M	M	Y	Y	Y	Y
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Do you have any partners or community groups involved?

Yes  No

If 'Yes', please provide details of their involvement below:

## COMMUNITY BENEFIT

Why is this project needed? Have you any evidence of this through consultation? (Please include details of any research you have carried out, e.g. surveys, questionnaire and attach to your application on submission.)

What tangible outcomes will your project achieve? How do you plan to monitor them?

What are your project's milestones and timescales?

## PROJECT FINANCIAL DETAILS

Are you registered for VAT?

Yes

No

### Breakdown of project costs

Description of expenditure	£ Amount

BOX A: total project cost £

Please state what funding you have already secured for your project:

Source of secured funding	£ Amount
<i>Organisation's own funds</i>	

BOX B: total secured funding £

Please give details of which organisations you have applied to for funding:

Funder	Date applied for	Decision date	£ Amount

BOX C: total unsecured funding £

Have you applied for funding from anywhere else and been refused?

Funder	£ Amount	Reason for refusal

**Summary of funding:**

<b>Total Project Cost - BOX A</b>	<i>total</i>	£ <input type="text"/>
<b>Minus Total Funding secured - BOX B</b>	<i>minus</i>	£ <input type="text"/>
<b>Minus Total unsecured but applied for funding, including this application - BOX C</b>	<i>minus</i>	£ <input type="text"/>
<b>Equals shortfall (BOX A <i>minus</i> BOX B and <i>minus</i> BOX C)</b>	<i>equals</i>	£ <input style="border: 2px solid black;" type="text"/>

What steps will you take to overcome any shortfall shown above?

## BANK DETAILS

Who should cheques be made payable to?

Bank/Building Society name

Bank/Building Society address

Postcode

Sort Code

 -  - 

Account number

## DECLARATION AND SIGNATURES

By signing this document I declare that:

1. I am authorised to make the application on behalf of the above organisation
2. I certify that the information in this application is correct
3. If the information in the application changes in any way I will inform Gazeley
4. I understand that the information given in this form will be made available upon request to members of the public and/or organisation
5. I agree to participate in monitoring, auditing and reporting feedback related to these funds

### First signatory

Signature\*

Name

Position held

Date

 - 

### Second signatory

Signature\*

Name

Position held

Date

 - 

\* If you are sending this form by email you do not need to include a signature. We will keep a copy of the email as confirmation of your agreement.

## HOW TO RETURN YOUR COMPLETED APPLICATION FORM

Please note that, if you have not answered all the relevant questions, it may not be possible to process your application in time to be considered in the next grants round.

If you have any queries about the application form or the grant process, please contact: [gwyn.stubbings@gazeley.com](mailto:gwyn.stubbings@gazeley.com)

Please email your completed application to [gwyn.stubbings@gazeley.com](mailto:gwyn.stubbings@gazeley.com) or post to:

Mr Gwyn Stubbings  
Magna Park Community Fund  
99 Bishopsgate  
London  
EC2M 3XD