**COUNTY TRUST**

**APPLICATION FORM**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PART A General information**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| A.1 Name of the Organisation  (which must be a recognised charity  or have charitable status) | | |  | | | |
|  | | |  | | | |
| A.2 Address for correspondence  (please include postcode) | | |  | | | |
|  | | |  | | | |
| A.3 Telephone number | | |  | | | |
|  | | |  | | | |
| A.4 Facsimile number | | |  | | | |
|  | | |  | | | |
| A.5 What is the legal status of the  organisation? | | |  | | | |
|  |  | Registered charity |  | | | |
|  |  | Registration number |  | | | |
|  |  | Registration pending |  | | | |
|  |  | Other, please explain |  | | | |
|  | | | | | | |
| A.6 What is the principal geographical area in  which the organisation operates? | | |  | | | |
| **PART B About Key Personnel of the organisation** | | |  | | | |
|  | | |  | | | |
| B.1 Name of contact person | | |  | | | |
|  | | |  | | | |
| B.2 Position in the organisation | | |  | | | |
|  | | |  | | | |
| B.3 Email address | | |  | | | |
|  | | |  | | | |
| B.4 Please list the organisation’s  key personnel | | |  | | | |
|  | | |  | | | |
| **PART C About the organisation** | | |  | | | |
| C.1 In which year did the  organisation start up? | | |  | | | |
|  | | |  | | | |
| C.2 Does it have a formal constitution? | | |  | yes |  | no |
|  | | |  | | | |
| C.3 Briefly describe the aims,  objectives and activities of the  organisation **in no more than 150**  **words** | | |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PART D About the Application & Financial Information** | | | | |
|  |  | | | |
| D.1 Is a grant being sought towards the costs of |  | Project |  | Long-term Core |
| a specific project OR the organisation’s  long term core costs (revenue) | **(Refer to D.3)** **(Refer to D4)** | | | |
| D.2(i) Summarise the purpose of  the application |  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| D.2(ii) Summarise the expected results of the project and how these will be measured |  | | |
| D.3(i) If funds are being sought towards the cost of a larger project, what is the total cost of the project? | | | |
|  |  | | |
|  | **Year 1.** | **Year 2.**  (if applicable) | **Year 3.**  (if applicable) |
| Capital (equipment, premises etc.) | £ | £ | £ |
| Revenue (running costs, salaries etc.) | £ | £ | £ |
| **TOTAL** | £ | £ | £ |
| D.3(ii) Amount requested from the  Trust (for all applicants) | £  (if a grant is being sought over more than one year, please provide details here with the total grant amount) | | |
|  |  | | |
| D.3(iii) What other applications for funding have been made, to whom and what is the current status of these applications? | | | |
|  | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| D.4 If the funds are being sought towards the organisation’s long term core (revenue) costs what will a grant pay for and what evidence is there that it is needed. | |  | | | | | |
|  | |  | | | | | |
| D.5(i) Please provide the following financial information | | | | | | | |
| Annual Earned Revenue:  (e.g. fees for goods and services) | £ | | |  | | | |
|  |  | | |  | | | |
| Annual Gifts and Grants: | £ | | | **Detail of Annual Gifts and Grants** | | | |
|  |  | | | Statutory | | | £ |
| Other Revenue: | £ | | | Lottery | | | £ |
|  |  | | | Individuals | | | £ |
| **Total Annual Operating Revenue:** |  | | | Corporations | | | £ |
|  |  | | | Foundations | | | £ |
| **Total Annual Operating Expenses:** | £ | | | Other | | | £ |
|  |  | | | **Total** | | | £ |
| **Total Surplus (Deficit):** | £ | | | | | | |
| **Current Reserves:** Restricted: £  Unrestricted: £ | | | | **Current Debt: £** | | | |
| **Current Investments: £** | | | | | | | |
| **Additional comments re financial summary (if required):** | | | | | | | |
|  | | | | | | | |
| D.5(ii) To whom should cheques be payable if the application is successful? | |  | | | | | |
| **PART E History – Previous Applications** | | | | | | | |
| E.1(i) Has an application been made | |  | yes | |  | no | |
| to the County Trust before? | |  | | | | | |
|  | |  | | | | | |
|  | |  | | | | | |

|  |  |
| --- | --- |
| E.1(ii) Briefly describe how the previous grant(s) helped to achieve the objectives of the project for which it was sought. |  |

**Declaration**

When the application form has been completed an authorised Trustee or Official of the applicant organisation must sign the declaration below. All applications must be sent only by **post** to:-

**The Trust Administrator**

**County Trust**

**County House**

**156-158 High street**

**Bushey**

**WD23 3HF**

The Volant Trust does not accept applications by email or fax.

I …………………………………………………….. am an authorised representative of

(Print Full Name)

Name of organisation ……………………………………………………………………….

To the best of my knowledge the information provided is correct.

If The County Trust agrees to make a grant this will be used exclusively for the purposes described in this application.

**Checklist**

**Before signing please ensure that**:

* you have read The County Trust guidelines
* you have answered all the questions and signed the declaration
* you have enclosed a copy of your latest annual report and audited accounts, in hard copy format not in disk format, thank you.

Signed ………………………………………… Date …………………………….

* Position in organisation ………………………