**WARWICK RELIEF IN NEED CHARITY**

**GRANT APPLICATION FORM**

**For Organisations only (must be Warwick based)**

| **ORGANISATION DETAILS** | | |
| --- | --- | --- |
| Organisation Name |  | |
| Type of Organisation  *(Registered Charity/Not-for-Profit/Community Group etc.)* |  | |
| Contact |  | |
| Role/Job |  | |
| Address |  | |
| Email |  | |
| Phone number |  | |
| **DETAILS OF FINANCIAL NEED** | | |
| Geographical region supported by project  *(See note 1)* |  | |
| Please indicate the key priority funding area(s) that will be the beneficiaries of this project  *(Please tick all that apply)* | 🗌 Social Deprivation  🗌 Disability  🗌 Ill-health  🗌 Vulnerable individuals  🗌 Disadvantaged young people  🗌 Local Community | |
| Purpose of grant requested; including explanation of how it will support the key area(s) indicated and clear evidence of need.  *(see note 2 and enclose further information if necessary)* |  | |
| Budget Breakdown  *(Please itemize what the money will be spent on specifically and attach 1 quote for each item from a Warwick based company)* |  | |
| Please include details of other national and local charities applied to (with amounts, results or expected date of response).  *See note 3* |  | |
| Total cost of request | £ |  |
| Less: Funds raised so far | £ |
| Less: Funds expected to be raised | £ |
| = Grant requested | £ |
| Have you applied previously for a grant from this charity?  *If yes, please provide amount/date/details* | Yes/No | |
| What is your reserves policy?  *Please explain how much funds you have in reserve/why.* |  | |
| Explanation of annual accounts  *Please attach a copy of your most recent audited/signed annual accounts and explain any key highlights.* |  | |
| Other relevant information |  | |
| Have you attached your annual accounts | Yes/No | |
| Have you attached quotes for all any items requested?  *Please note additional quotes may be requested* | Yes/No | |
| Signed by |  | |
| Name: |  | |
| Position in Organisation: |  | |
| Date: |  | |

**Submission Checklist**

| **Requirement** | **Yes/No** |
| --- | --- |
| Form Fully Completed |  |
| Most recent audited/signed Annual Accounts attached |  |
| Quote from Warwick Based company attached |  |
| Signed by Organisation |  |

**Confirmation and Authorisation**

*By submitting this form you are confirming that you have written agreement and permission of any individuals identified in your application to pass their personal information to Warwick Relief in Need, and authorise that the Trust can process their personal data in accordance with all current data protection legislation.*

*We will use this information only for the purposes of assessing your application, managing and administering any grant awarded. The information may be stored in both hard copy and electronic form, and it may be distributed to our Trustees and possibly our professional advisers via electronic, printed, or verbal communications.*

*We wish to take good care of personal data, and only process personal data necessary for our purposes.*

Return the signed form to: **Christopher Houghton, Clerk to the Trustees, 3rd Floor, Westgate House, Market Street, Warwick, CV34 4DH** Or email to [**choughton@moore-tibbits.co.uk**](mailto:choughton@moore-tibbits.co.uk)

Notes

1. Grant applications can only be awarded for the benefit of the inhabitants of the Old Borough of Warwick. As a guide this is the post code area CV34, although there are some variances. Contact the Clerk for further details.
2. Purpose & Evidence of need. Trustees may request further information to help them consider the application. The main one is likely to be to identify whether there is a real financial need.

Please give the full background as to why you require financial support. There are certain limitations on the type and nature of grants that can be given. Please contact the Clerk if you require further details or clarification.

If the Trustees consider that another charity in Warwick is more appropriate they will suggest that you apply directly to that charity.

1. The Trust does not expect to be seen as the first stop for fundraising. Trustees will expect to see evidence that other fundraising has been attempted.
2. If the grant is awarded and other grants, in total, exceed the required cost then the Trust will expect any surplus funds to be repaid. The grant money needs to be spent as requested in your application, otherwise it needs to be repaid.