

Deeping St James United Charities

The Institute 38 Church Street, Deeping St James, PE6 8HD 01778 344707
clerk@dsjunedcharities.org.uk Reg charity: 248848

APPLICATION FOR GRANT AID FOR CLUBS AND ORGANISATIONS

Please complete and sign all sections of this form and provide us with as much information as you can to help us support your request along with any supporting documents if necessary.

If you have any questions about completing the form please give us a call.

Guidance Notes	
<p>Please note Deeping St James United Charities can only help organisations with members who permanently resident in Deeping St James and Frognall.</p> <p>All sections of the Form should be completed and all requested documents included.</p> <p>Please feel free to include any further documents you feel will help us understand your application in more detail such as presentation materials, leaflet produced for the general public etc.</p> <p>Grant aid applications in excess of £1000.00 are considered at Trustee Meetings which take place every 2 months.</p> <p>We may wish to meet you to talk about your application in more detail.</p> <p>It is a condition of any grant awarded by Deeping St James United Charities that, where practical, acknowledgement is made of the support we have given via letterheads, notices, programmes etc.</p>	
Details of the person submitting application on behalf of the Club or Organisation	
Name	
Position held within the organisation	
Contact	Phone:
	Email
Club or Organisation Details	
Name of Organisation	
Organisation Address	
Registered Charity Number (if applicable)	
Organisation Contact	Phone:
	Email

Brief description of the aims and purpose of your organisation				
Number of members or users who permanently reside in Deeping St James and Frognall				
How did you hear about us?				
Details of your request				
Reason for funding need <i>(please select)</i>	Supply of Equipment	Financial Support	Help with property maintenance etc	Other <i>(please provide details)</i>
Funding details <i>(eg, roof repairs etc)</i>				
Amount requested	£			
Has your organisation applied for funding before from Deeping St James United Charities? <i>(if yes please give details)</i>				
Applications made to other bodies for funding and outcomes of applications				
Is there a deadline by which funding must be in place?				
Supporting Documents <i>(please submit as many as appropriate)</i>				
Copy of the club or organisation constitution				
Copy of the most recent accounts				
Quotes for works / supply of equipment etc				
Summary of proposal <i>(if required)</i>				

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Client Consent Form

Deeping St James United Charities must ask for your consent to record, use, or share personal information. This form is used to do that. Please ask if you want more information.

We ask for your permission to record and use your personal information for the purpose of processing your request for assistance. I agree to Deeping St James United Charities recording information about me.

Name

Signature

Date

We ask for your consent to share your personal information for referral to other organisations because they will better be able to help you. I agree to Deepings St James United Charities sharing my personal information with other organisations that may be better able to help me.

Name

Signature

Date

Please return form to:

The Clerk, Deeping St James United Charities, 38 Church Street, Deeping St James, PE6 8HD

or email to clerk@dsjunedcharities.org.uk

What happens next?

- Following receipt of your application, this will be passed to a Grant Committee Trustee who will review your application and contact you to discuss this in more detail.
- For grants under £1000, once the Grant Committee has reviewed the details of your application, we will notify you of the outcome and either request further information, approve or decline your application.
- For grants over £1000, once the Grant Committee has reviewed the details you have supplied in conjunction with the recommendation of your appointed Trustee, we will notify you to either obtain further information, invite you to present your proposal to the main Trustee Committee during one of our meetings, approve or decline your application.
- For all grants over £10,000 we would require you to present your proposal to the main Trustee Committee meeting for consideration

For Office Completion

Client Reference Number

Date request received

Date grant decision

Outcome

Date paid