



The Haslemere Penny Ha'penny Trust.
c/o The Town Hall, High Street, Haslemere. GU27 2HG
Charity Registration No:1169411
Email: admin@thehpht.org.uk

Grant Application Form

1a. Name of Your Organisation	
2a. Contact Name	
2b. Position in Organisation	
2c. Address	
2d. Telephone contact number:	
2e. Email address:	
2f. Website if applicable	

PROJECT DETAILS

3. Name of Project	
3a. For what aspect of the project will grant funding be used. Please be as specific as possible.	
3b. What benefits for the Haslemere community do you expect will result from the project?	
3c. Scheduled project start and finish dates?	
3d. Total estimated cost of the project?	£

FUNDING DETAILS

Your Organisation

4a. Is it a Registered charity? (If yes please provide Registration Number)	Yes / No* Registratio
4b. Is it a Trust?	Yes / No*

4c.	Is it affiliated to a National Body? If Yes, please specify which National Body:	Yes / No*
4d.	Does it have any other official registration? If Yes please give details	Yes / No*
4e.	Name and details of the bank account to which payment should be made should if your application be successful. (Please note that payments cannot be made to individuals)	A/C Number :
4f.	What are the aims and objectives of the organisation?	
4g.	What is the geographical area covered by your organisation?	

INCOME:

5a.	Does your organisation obtain revenue from any direct trading activity?	Yes / No* If yes, please provide full details. Use a separate sheet if necessary.
5b.	What fundraising activities does your organisation engage in?	
5c.	What is the size of your organisation's membership?	
5d.	What are the annual subscription levels of your organisation [if applicable]?	

Please indicate which of the following information applicable to your organisation you have enclosed in support of your grant application.

6a.	Copy of the last audited accounts & balance sheet	Yes / No*
6b.	Copy of the Budget for the current financial year	Yes / No*
6c.	Any other information or material felt relevant in support of the organisation. Note: if a start up organisation please include a copy of your business plan and budget	Yes / No*

Your application

7a.	Amount of funds expected to be available at commencement of the project	£
7b.	What level of financial support are you seeking from <i>The Haslemere Penny Ha'penny Trust</i> ? Please state amount.	£

7c.	Have you received a grant or grants from <i>The Haslemere Penny Ha'penny Trust</i> before? If so for what purpose?	Yes / No*
6d.	Date(s) of any previous grant(s)	
6e.	Amount(s) of any previous grant(s)	£
6f.	Are you applying for, or have you already received financial assistance for this project from other charitable organisations?	Yes / No*
6g.	To whom applied	
6h.	Amount(s) applied for	£
6i.	Amount(s) received	£

*delete as appropriate

Any further comments you wish to make:

Declaration

I submit this application on behalf of the stated organisation and believe all statements made or enclosed to be true.	Signed: Print name: Capacity in which signed:
Date	

Data Protection:

The data supplied on this application form whether personal or business will only be used for the processing of the application and will not be shared outside of the organisation. The rules of the Data Protection Act [DPA] and from 25th May 2018 the EU's General Data Protection Regulations [GDPR] apply as to how your personal data is used. **By completing this application you are agreeing to the use of your data with regard only to any grant award.**

The charity may use photographs and headline details about a supported organisation on the Haslemere Penny Ha'penny Trust's website to promote how the charity is benefitting the community. If you wish to exclude yourselves from such promotion then please advise us in the Comments box above your application Declaration, however it may jeopardise the application.

Notes for applicants

Application procedure

The Haslemere Penny Ha'penny Trust Board of Trustees will meet as regularly as required to consider applications for funds and the receipt of any application will be acknowledged promptly. You will be kept advised of the progress of your application and the Board will contact you if further information is required

Documents required

- a. a completed and signed Grant Application Form
- b. a financial report (income & expenditure account and balance sheet) made up to a date not more than six (6) months prior to the date of the application
- c. a budget for the current financial year and/or a business plan.
- d. sufficient additional written information to enable The Haslemere Penny Ha'penny Trust to understand the nature of the project for which financial assistance is being requested.
- e. All successful grant awarded projects should acknowledge a financial contribution from The Haslemere Penny Ha'penny Trust wherever possible in marketing or promotional material.
A photograph with a Trust representative to promote the project may be requested.

Consideration and notification

The application will be considered by *The Haslemere Penny Ha'penny Trust* on a matched funding basis where the applicant organisation has endeavoured to seek funding from other grant funding sources.

Retrospective grant applications are not usually permitted.

Payment procedure

A grant payment will only be made by *The Haslemere Penny Ha'penny Trust* against production of an original invoice or invoices for goods or services made out to the recipient organisation. Under no circumstances will payment be made to an individual. Payments are made by cheque or BACS therefore the recipient organisation must hold a bank account in the name of the organisation.

The Trust may impose phasing of any grant funds awarded but such phasing would be advised to you at the time you are notified of the outcome of your grant application.