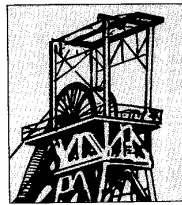


Application Form No:

## AYLESHAM & DISTRICT COMMUNITY WORKSHOP TRUST



# Aylesham Workshop Trust Grant Form

Grant Protocol for Aylesham Workshop Trust Grants. Please read the following terms and conditions to ascertain eligibility.

1. The Trustees of A & D C W T will be responsible for the approval of grants.
2. Grant applications will be accepted for bona fide projects and not for organisation revenue support.
3. Grants will only be accepted from Non Government Organisations with a committee structure and a bank account in the organisations name.
4. Any applicant will be required to tell the trust of funds within the organisations bank accounts.
5. The Grants will be given to Kent Coalfield Communities of Aylesham, Betteshanger, Chislet, Elvington, Hersden, Mill Hill, and Snowdown.
6. The maximum grant will be for £1,000.00 and the grant fund for 2018/2019 will be £10,000.
7. The Grant shall be for Capital purchase items and Projects only and each applicant will be expected to raise 25% of the project budget.
8. Application procedure will open in April, the grant will be allocated at Trustee meetings throughout the year the awarded grant must be claimed by 1<sup>st</sup> March 2019 by receipt of paid invoices.
9. There will be one set of grants paid out per year and successful applicants will be paid by cheque made payable in the organisations name who will advertise to members and clients the receipt of the Grant.
10. The proof of expenditure should be by receipts and photographic evidence of project delivered.
11. Members of Aylesham & District Community Workshop Trust will visit completed projects, assess them and deliver the payment.

Please answer all the questions on this application form. Incomplete applications will not be considered.

1. What is the name of your project? .....
  2. What is the name of your organisation? .....
  3. Contact details Name .....
  - Address .....
  - .....
  - Tel Number ..... Email .....
4. Please delete as appropriate is this project new/in addition to what you already provide or Neither?

### SECTION A ~ TELL US ABOUT YOUR GROUP/ORGANISATION

1. What does your group/organisation do? .....
2. When was your group/organisation first established? .....
3. Is your group/organisation : ( Please tick as many as are appropriate)  
Charity – please give charity number: .....  
Voluntary Organisation/Group  
Company Limited by guarantee  
Other – please specify .....

**PLEASE PROVIDE A COPY OF THE GROUP/ORGANISATIONS SET OF RULES (e.g. Trust Deed, Constitution, Memorandum of Articles)**

4. If you do not have any of the above please explain how your decisions are made : .....
- .....
5. Does your group/organisation have a bank/building society account? Yes  No
6. If YES i) what is the account name?
- ii) what is the current balance?

PLEASE PROVIDE A COPY OF THE FOLLOWING:  
YOUR **MOST RECENT** EXAMINED (AUDITED) ACCOUNTS, BANK OR BUILDING SOCIETY STATEMENT AND INCOME EXPENDITURE SUMMARY.

7. Does your group/organisation receive a regular income? Yes  No

### SECTION B ~ TELL US ABOUT YOUR PROJECT

1. We need to understand your project and what you are trying to achieve  
Please tell us about your project and remember to include the following information
  - What you will do with the money
  - How you will do it
  - How you will know it has been successful
  - Why you are doing it

**PLEASE PROVIDE ANY SUPPORTING EVIDENCE and use an additional sheet if necessary**

2. How are local people involved in the project?.....

3. Who will benefit from the project?.....

Please give approximate numbers that fall in the following age groups:

12 and under  13-25 years  26-40 years  Male

41-60 years  60+ years  Female

4. How will these people benefit? .....

When will the project start? ..... How long will it last? .....

**SECTION C ~ TELL US HOW YOU WILL MANAGE YOUR PROJECT**

1. Who will be responsible for this project :  
(if different from the person making the application) .....

2. Please confirm that you have considered that your project complies with all relevant legislation (e.g. Health & Safety and any other statutory obligations.)  
Yes/No

**EVIDENCE WHERE APPROPRIATE.**

3. If your project is concerned with providing equipment or resources for general public use then please answer the following :

a) Who will be responsible for the upkeep/maintenance/repairs? .....

b) Who will be responsible for ensuring the equipment/resource is safe and complies with Health and Safety legislation? .....

c) Who, if anyone, will be responsible for seeing that it is used properly? .....

4. Do you own the land/building to be used? Yes/ No

**IF YES, PLEASE PROVIDE A COPY OF THE CONVEYANCE/LETTING AGREEMENT/LEASE.**

**IF NO, PLEASE PROVIDE WRITTEN PERMISSION FROM THE OWNER OF ANY PREMISES INVOLVED IN THE PROJECT, EVIDENCE THAT YOUR PROJECT CAN OPERATE FROM THESE PREMISES AND THAT APPROPRIATE INSURANCE COVER HAS BEEN ARRANGED.**

**SECTION D ~ TELL US ABOUT THE COST OF YOUR PROJECT**

Are volunteers making a contribution to the project? Yes/ No

1. If YES please explain how; if NO please explain why not: .....

2. How much will your project cost in total? .....

3. Give details of the total costs of the project in the table below. Please indicate in the box at the right side of each heading the letter 'P' to denote 'Part Funded or the letter 'F' for fully funded if Kent Coalfield Small Grants to be used.

<b>COSTS</b>	<b>£</b>
Purchase Equipment/Fittings	
Other (please specify)	
<b>3. TOTAL COSTS</b>	

**SECTION E ~ PLEASE TELL US HOW YOU WILL FUND YOUR PROJECT**

Please explain how you intend to fund your project. If it is money you already have or money already approved please write it in the 'approved' column and include a copy of the approval. If it is money still to be raised or money that you have applied for but not yet received please write it in the 'expected' column with anticipated date:

TYPE OF FUNDING	AMOUNT APPROVED £	APPROVAL COPY (please tick)	AMOUNT EXPECTED £	ESTIMATED DATE OF FUNDING APPROVAL
<b>TOTAL OTHER FUNDING (excluding Coalfield Community Small Project Grant)</b>				

**Check list**

£

1. How much do you need from Aylesham Workshop Trust Small Grants?

- Is the form signed and dated?

Have you enclosed copies of:

- Your Trust Deeds, rules, Constitution, Memorandum or Articles
- Your latest Bank/Building Society statement
- Your most recent examined (audited) accounts
- Supporting evidence of the need for the project
- Proof that all applicable insurance Documents are enclosed
- 2 quotes/estimates for work equipment
- Evidence of Secured funding or Application for other funding (e.g. Grant letter offer/  
Copy of Application).
- Letter of authority or copy of minutes from committee nominating Project Leader and Identifying project.

If you have answered NO to any of the above please explain why .....

**ANY PAPERWORK WILL NOT BE RETURNED UNLESS SPECIFICALLY REQUESTED**

I certify to the best of my knowledge that the information provided on the form and in the enclosed supporting material is correct

Signed

Name and Title

Authorised to sign on behalf of: (name of organisation)

Date