HALSTOCK VILLAGE TRUST

Registered Charity No. 1031807

GRANT APPLICATION FORM

We want to hear your ideas and help good things happen in Halstock.

The Halstock Village Trust provides grants to support projects and activities that benefit the residents and community of Halstock.

We welcome applications from **individuals, community groups, voluntary organisations and other eligible organisations**. If you have an idea that would make a positive difference in the village, we encourage you to talk to us before applying if you are unsure whether your project is suitable.

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1. BEFORE YOU APPLY

Please read the Trust's **Grant-Making Policy** before completing this form.

The Trust can only award grants for charitable purposes that benefit residents of Halstock.

Which grant are you applying for?

☐ **Small Bursary** — up to £1,000 **COMPLETE SECTIONS ONLY A, B, C1, C2, C6, C7,F,L**

☐ **Small Village Project** — up to **£5,000 COMPLETE SECTIONS A,B, C, D, E, F, L**

☐ **Large / Major Village Project** — over £5,000 or otherwise meeting the Trust's Major Project threshold PLEASE COMPLETE THE WHOLE FORM **A,B,C,D,E,F,G,H,I,K,L**

Amount requested: £_____

For larger projects, additional information may be required, including details of other funding sources, specialist funders, governance, insurance and delivery arrangements.

A few important points

- Please answer all questions that apply to your project. If a question does not apply, simply write **N/A**.
- The Trust is normally a **funder of last resort**. Where specialist or sector-specific funding is available, applicants are expected to have explored those opportunities.
- The Trust will normally only fund projects that benefit the village and its residents.
- The Trust does not normally provide retrospective funding, repay loans or fund projects outside Halstock.
- Applicants should demonstrate that they have made reasonable efforts to secure other funding where appropriate.

- For larger projects, the Trust may require a contribution from other sources, including match funding. Please refer to the current Grant-Making Policy for the applicable requirement.
- Applications cannot be considered until the information and supporting evidence required by the Trust has been provided.
- Trustees' decisions are final and there is no formal right of appeal against a refusal or partial grant.

Need help?

If you have an idea but are not sure how to develop it, what information you need, or whether your project is suitable, **please contact the Trust before completing the form**. We would much rather help you develop a good idea than see you put off applying because the process seems difficult.

PART A — ABOUT YOU

A1. Applicant Details

Name of applicant / organisation

If an organisation, what type is it?

☐ Community / voluntary group
☐ Charity
☐ Parish Council
☐ PCC / faith-based organisation
☐ Constituted group
☐ Other: _____

Charity registration number, if applicable

Website / social media, if applicable

A2. Main contact

Name:

Position / role, if applicable

Address

Telephone

Email

PART B — TELL US ABOUT YOUR IDEA

B1. Project title

B2. What would you like to do?

Please give us a short, clear description of your project. Tell us **what you want to do, what it will cost, why you want to do it and who will benefit**.

Maximum 200 words.

B3. Why is the project needed?

What is the need, problem or opportunity you have identified? Please tell us about any evidence, consultation, feedback or local knowledge that supports your proposal.

B4. How will Halstock benefit?

Please explain who will benefit and how.

You may wish to consider:

How many people are likely to benefit?

Who will benefit?

Will the benefit be available to a wide range of village residents?

Will the benefit continue beyond the initial project?

Will the project improve community life, facilities, accessibility or opportunities in Halstock?

B5. What charitable purpose does the project support?

Please explain how your project meets a charitable purpose and is consistent with the Trust's Grant-Making Policy.

B6. Project timetable

Expected start date: _____

Expected completion date: _____

If the project is dependent on any particular date, event, permission or funding decision, please explain:

C — WHAT WILL IT COST?

C1. Project costs

Please list the main elements of the project and their estimated costs.

Item/Description Estimated Cost

_____ £_____

_____ £_____

_____ £_____

_____ £_____

_____ £_____

_____ £_____

_____ £_____

_____ £_____

Total Project Cost £_____

Please attach quotations, estimates or other evidence of costs where available.

C2. How did you arrive at these costs?

C3. Funding already secured

Please list money already available for this project.

Source	Amount
_____	£_____
_____	£_____
_____	£_____
_____	£_____
_____	£_____
Total Secured	£_____

C4. Other funding applications

Please list applications that have been made but where a decision has not yet been received.

Funder	Amount requested	Expected Decision

C5. Funding declined

Please tell us about significant funding applications that have been declined, including the reason given if known.

C6. Your contribution

What financial contribution are you / your organisation making to the project?

This may include reserves, fundraising, donations or other committed funds.

Applicant contribution: £_____

Please explain

C7. Grant requested from Halstock Village Trust

£_____

C8. Funding position

Total project cost: £_____

Funding already secured: £_____

Other funding expected: £_____

Applicant contribution: £_____

Amount requested from the Trust: £_____

Remaining funding shortfall, if any: £_____

PART D — MAKING THE PROJECT HAPPEN

D1. How will you deliver the project?

Please give us a brief overview of how the project will be carried out.

D2. Who will be responsible?

Please tell us who will manage the project and who will be responsible for expenditure.

D3. What could go wrong?

Are there any significant risks to completing the project?

Please tell us what they are and how you will manage them.

D4. Ongoing costs

Will the project create any ongoing costs after the grant has been spent?

☐ No

☐ Yes — please give details below.

Estimated ongoing cost: £_____ per year

How will these costs be met?

PART E — FINANCIAL INFORMATION

This section helps the trustees understand your organisation's financial position and whether the project is financially sustainable.

Most recent financial year-end: _____

Most recent annual income: £_____

Most recent annual expenditure: £_____

Current free reserves: £_____

Accounts

Please attach your most recent audited or independently examined accounts where applicable.

☐ Accounts attached

☐ Not applicable — please explain:

PART F — BANK DETAILS

If your application is successful, these details will be used to arrange payment.

Account name

Sort Code

PART G — ADDITIONAL INFORMATION FOR LARGE / MAJOR PROJECTS

Only complete this section if you are applying for a Large / Major Project or the Trust has specifically asked you to provide this information.

The Trust acts as a **funder of last resort**. For larger projects, trustees need to understand what other sources of funding have been explored may include national heritage, church-building, lottery, charitable foundation, diocesan and why Trust funding is required.

G1. Specialist or sector-specific funders

Please list relevant specialist funders you have approached.

Funder Date Applied	Amount Sought	Status
_____	£_____	☐ Awaiting ☐ Declined ☐ Awarded
_____	£_____	☐ Awaiting ☐ Declined ☐ Awarded
_____	£_____	☐ Awaiting ☐ Declined ☐ Awarded
_____	£_____	☐ Awaiting ☐ Declined ☐ Awarded
_____	£_____	☐ Awaiting ☐ Declined ☐ Awarded

For projects involving heritage or church buildings, relevant specialist funding routes may include national heritage, church-building, lottery, charitable foundation, diocesan or denominational funds, where applicable.

G2. Funding routes not pursued

If there is an obvious or relevant funding route that you have not pursued, please explain why.

G3. Match funding

Where the Trust's policy requires match funding, please provide details.

Total project cost: £_____

Match funding / other contribution: £_____

Percentage of project cost: _____ %

Source(s) of match funding:

G4. Insurance / indemnity

Is any part of the project the subject of an insurance claim or other indemnity?

☐ No

☐ Yes

☐ Not applicable

If yes, please provide details:

Does any part of the project represent a pre-existing maintenance responsibility rather than damage caused by an insured event or unforeseen circumstance?

No **Yes** **Not Applicable**

If yes, Please explain:

Does any part of the project represent a pre-existing maintenance responsibility rather than damage caused by an insured event or unforeseen circumstance?

☐ No

☐ Yes

☐ Not applicable

If yes, please explain:

G5. Governance and experience

How is the applicant constituted?

Who are the members of the governing body/committee?

What experience do you have of delivering projects of a similar size or nature?

Who will oversee the day to day delivery of the project?

What arrangements will be used to oversee expenditure, progress and reporting ?

G6. Wider organisational support

If you are part of a wider organisation, such as a diocese, national charity, umbrella organisation or statutory body, please tell us:

Who is the parent / umbrella organisation?

What financial support has it provided or been asked to provide?

If it is not meeting the remain funding need please explain why?

PART H — CONFLICTS OF INTEREST

H1. Trust trustees

Are you aware of any trustee of Halstock Village Trust being connected with you, your organisation or this project?

This might include being a member, officer, employee, family member or having another relevant connection.

☐ No

☐ Yes

If yes, please provide details:

PART I — SUPPORTING INFORMATION

Please tick the documents you are providing with your application.

☐ Project quotations / estimates

☐ Project plans / specifications

☐ Most recent accounts, where applicable

☐ Evidence of other funding / match funding

☐ Evidence of need / consultation, where applicable

☐ Planning permission / consents, where applicable

☐ Evidence of specialist funding applications, for major projects

☐ Other supporting information:

PART J — WHAT HAPPENS IF YOU ARE SUCCESSFUL?

If your application is approved, the Trust will confirm:

- the amount awarded;
- the purpose for which the grant may be used;
- any conditions attached to the grant;
- any reporting or evidence required; and
- the expected timescale for completing the project.

Grant payments will normally be made following the trustees' decision and completion of any required conditions.

Applicants should retain **receipts and evidence of expenditure for 18 months after completion of the project**, as these may be requested by the Trust.

The Trust may also ask for a short report and/or photographs showing what the grant has enabled you to achieve.

PART K — PUBLICITY AND COMMUNITY FEEDBACK

The Trust aims to be open and transparent about the grants it awards and to share positive news about projects benefiting Halstock.

If your application is successful, the Trust may wish to publish information such as:

- the name of the applicant or organisation;
- a brief description of the project;

- the amount of funding awarded;
- photographs showing the project or its benefits; and
- a short description of the difference the grant has made.

We will discuss with successful applicants what information and photographs are appropriate to share.

I understand that information about successful grants may be used by the Trust for community information and publicity purposes.

☐ Yes

☐ No — please contact me to discuss this.

PART L — DECLARATION

By signing this form, I/we confirm that:

☐ The information provided in this application is true and accurate to the best of my/our knowledge.

☐ I/we have read the Halstock Village Trust Grant-Making Policy and understand that the application will be considered in accordance with that policy.

☐ I/we understand that the Trust is normally a funder of last resort and that relevant alternative funding opportunities should be explored.

☐ I/we understand that the Trust may ask for additional information or evidence before reaching a decision.

☐ If a grant is awarded, I/we agree to use the money only for the purposes described in this application and to comply with any conditions attached to the grant.

☐ I/we agree to retain receipts and relevant financial records for 18 months after completion of the project and provide them to the Trust if requested.

☐ I/we agree to provide a short report and/or photographic evidence of the completed project if requested.

☐ I/we understand that there is no formal right of appeal against a refusal or partial grant.

Name

Signature

Position / role, if signing for an organisation

Date

WHAT THE TRUST CAN SUPPORT

The Trust welcomes applications for projects that provide a clear benefit to Halstock and its residents.

Examples may include:

- projects led by village individuals, groups and community organisations;
- improvements to community buildings and physical spaces;
- accessibility improvements;
- refurbishment or repair of community facilities;
- purchase of equipment or other tangible assets;
- outdoor play and recreational equipment;
- improvements to land or community spaces;
- projects that provide a community facility or service;
- appropriate revenue costs associated with a project or service;
- projects that strengthen community life and provide lasting benefit to the village.

These examples are not exhaustive. If you have an idea that you think could benefit Halstock, please contact the Trust.

WHAT THE TRUST DOES NOT NORMALLY SUPPORT

The Trust does not normally support:

- projects that primarily benefit people outside Halstock;
- retrospective expenditure;
- repayment of loans or existing debts;
- the cost of vehicles;
- swimming pools;
- research projects;
- animal welfare organisations where the project does not meet the Trust's charitable objectives;
- one-off events where there is little or no wider or lasting community benefit;
- costs that are the responsibility of a landlord or another body;
- projects where no reasonable effort has been made to develop the proposal or seek other sources of funding;
- activities that do not meet the Trust's charitable purposes.

The Trust does not normally fund religious activities. However, applications relating to **faith-based buildings or facilities may be considered where the proposed work provides a clear and significant benefit to the wider village community**.

If you are unsure whether your project is eligible, please ask before completing an application.

SUBMITTING YOUR APPLICATION

Please make sure that:

☐ You have selected the appropriate grant category.

☐ You have answered all relevant questions.

☐ You have marked non-applicable questions **N/A**.

☐ You have attached the supporting evidence relevant to your project.

☐ You have included quotations or cost evidence where appropriate.

☐ You have included details of other funding where applicable.

☐ You have completed and signed the declaration.

Completed applications should be submitted to the **Chair, Halstock Village Trust**, using the current contact details published by the Trust.

Applications received by the published deadline will normally be considered at the next scheduled quarterly trustees' meeting.

If you need help with your application, please contact the Trust.

We want to encourage good ideas for Halstock — you do not need to be an experienced grant applicant to apply.

FOR TRUST USE ONLY

Date received: _____

Application reference: _____

Grant category:

☐ Small Bursary

☐ Small Village Project

☐ Large / Major Project

Major Project information required? ☐ Yes ☐ No

Date considered by trustees: _____

Trustees present: _____

Public benefit

Does the project provide a sufficient public benefit to Halstock?

☐ Yes

☐ No

Trustees' reasoning:

Decision

☐ Approve in full

☐ Approve reduced amount

☐ Approve subject to conditions

☐ Defer — further information required

☐ Decline

Amount awarded: £_____

Conditions attached:

Chair's signature:

Date: