



Grant Application Form

Please complete this form, either by typing in the boxes (which will expand) or by hand. **Please do not expand the form beyond 3 sides.**

Send the completed form, along with a short covering letter telling us more about your project (**do not duplicate information you have provided in the form**), by email to thecoletrust@gmail.com or by post to Lise Jackson, PO Box 955, Haslingfield, Cambridge CB23 1WX.

Also include your latest annual accounts (unless they are already on the Charity Commission website).

Please tick to confirm that you have read the eligibility requirements on the website:

Charity name, address and postcode:

Charity website address:

Charity Registration Number:

When was the charity founded?

What kind of charity are you (national or local)? (National, National with local projects or local)

Why are you asking for a grant? Is it to fund existing work, develop existing work or fund a new project?

Address and postcode of project, if different from above:

What does the project for which you are applying seek to do?

How will your project deliver what you seek to do?

What group of people will your project help? Tell us about your clients.



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How many people benefit from your project in an average week?

How is the charity managed? Give brief details of the qualifications and expertise of one or two of the key people involved.

Staff: how many people are involved in the Charity's work?

Full time staff:

Part time staff:

Volunteers:

Please tick to confirm you have a safeguarding policy: Date of last review:

Have you approached the Cole Charitable Trust within the last 5 years? Please give details including the date and amount of your most recent grant.

How much do you hope to raise from Charitable Trusts this year - and where do you expect the funding to come from?

How much do you hope to raise from the Cole Charitable Trust specifically?

Your charity accounts

What is the end date for your latest audited accounts?

Take this information from your latest accounts (your Total Income should match the Total Income in your Annual Accounts). Add in detail if you wish.

Income Analysis (from all sources)

Earned Income	
Investment Income	
Local Authority Grants	
NHS Grants	
National Government Grants	
Big Lottery	
Grants from Charitable Trusts	
Other Grants	
All Other Income	
Total Income for the year (as shown in your Accounts)	



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Expenditure

Staff Expenditure	
All Other Expenditure	
Total Expenditure for the year (as shown in your Accounts)	

Surplus or Deficit

This year's surplus	
OR This year's deficit	
Last year's surplus	
OR Last year's deficit	

Usually income and expenditure are closely balanced, so the surplus or deficit is small. If this is not the case (e.g. the surplus or deficit is more than 10% of the expenditure) please explain what caused the imbalance. For example a large surplus may indicate saving for a capital project; equally a large deficit may arise from the loss or late payment of a regular grant.

Your contact details

Telephone number:

Email address:

Address for correspondence, if different from above:

Please print name:

Position:

Date:

Please remember to send a one page letter telling us why your project should be supported, and enclose your latest accounts if they are not showing on the Charity Commission website www.charity-commission.gov.uk

You may also send other supporting material if you wish, but Trustees may only see your letter and the application form. A short and succinct letter will help your project to be shortlisted.