



## 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](mailto: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).

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

**Charity name, address and postcode:**

Click here to enter text.

**Charity website address:** Click here to enter text.

**Charity Registration Number:** Click here to enter text. **When was the charity founded?** Click here to enter text.

**What kind of charity are you (national or local)?** Choose an item.

**Briefly describe your charity (in one sentence):** Click here to enter text.

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

Click here to enter text.

**Address and postcode of project, if different from above:**

Click here to enter text.

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

Click here to enter text.

**How will your project deliver what you seek to do?**

Click here to enter text.

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

Click here to enter text.

**How many people benefit from your project in an average week?** Click here to enter text.

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

Click here to enter text.

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

**Full time staff:** Click here to enter text. **Part time staff:** Click here to enter text. **Volunteers:** Click here to enter text.

**Please tick to confirm you have a safeguarding policy:**  **Date of last review:** Click here to enter text.

**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.**

Click here to enter text.

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

[Click here to enter text.](#)

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

[Click here to enter text.](#)

**Your charity accounts**

**What is the end date for your latest audited accounts?** [Click here to enter text.](#)

**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)

<b>Earned Income</b>	<a href="#">Click here to enter text.</a>
<b>Investment Income</b>	<a href="#">Click here to enter text.</a>
<b>Local Authority Grants</b>	<a href="#">Click here to enter text.</a>
<b>NHS Grants</b>	<a href="#">Click here to enter text.</a>
<b>National Government Grants</b>	<a href="#">Click here to enter text.</a>
<b>Big Lottery</b>	<a href="#">Click here to enter text.</a>
<b>Grants from Charitable Trusts</b>	<a href="#">Click here to enter text.</a>
<b>Other Grants</b>	<a href="#">Click here to enter text.</a>
<b>All Other Income</b>	<a href="#">Click here to enter text.</a>
<b><u>Total Income for the year</u></b> <b>(as shown in your Accounts)</b>	<a href="#">Click here to enter text.</a>

### Expenditure

<b>Staff Expenditure</b>	<a href="#">Click here to enter text.</a>
<b>All Other Expenditure</b>	<a href="#">Click here to enter text.</a>
<b><u>Total Expenditure for the year</u></b> <b>(as shown in your Accounts)</b>	<a href="#">Click here to enter text.</a>

### Surplus or Deficit

<b>This year's surplus</b>	<a href="#">Click here to enter text.</a>
<b>OR This year's deficit</b>	<a href="#">Click here to enter text.</a>
<b>Last year's surplus</b>	<a href="#">Click here to enter text.</a>
<b>OR Last year's deficit</b>	<a href="#">Click here to enter text.</a>

**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 expenditure) please explain what caused the imbalance. For example a large surplus may indicate saving up for a capital project; equally a large deficit may arise from the loss or late payment of a regular grant.**

[Click here to enter text.](#)

**Do you have a reserves policy (e.g. keeping three months' running costs)? If so, please tell us about it.**

[Click here to enter text.](#)



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### Your contact details

**Telephone number:** [Click here to enter text.](#) **Email address:** [Click here to enter text.](#)

### Address for correspondence, if different from above:

[Click here to enter text.](#)

**Please print name:** [Click here to enter text.](#)

**Position:** [Click here to enter text.](#)

**Date:** [Click here to enter text.](#)

**Please remember to send a short covering 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](http://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.**