



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:

[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)

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

Expenditure

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

Surplus or Deficit

This year's surplus	Click here to enter text.
OR This year's deficit	Click here to enter text.
Last year's surplus	Click here to enter text.
OR Last year's deficit	Click here to enter text.

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

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.