*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*** *letter telling us more about your project* ***(don’t duplicate information you have provided in the form****) electronically (preferred) 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)*

*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?** Choose an item.

**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.

**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.

**Have you recently approached The Cole Charitable Trust? Please give details including the date and amount of your most recent grant.**

Click here to enter text.

**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.

**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. |
| **Grants from Primary Care Trusts or similar NGOs** | Click here to enter text. |
| **National Government Grants** | Click here to enter text. |
| **Other grants** | Click here to enter text. |
| **Big Lottery** | Click here to enter text. |
| **Grants from Charitable Trusts** | Click here to enter text. |
|  |  |
| **Other Fundraising** | Click here to enter text. |
| **Total Income for the year  (as shown in your Accounts)** | Click here to enter text. |
|  |  |
| **Expenditure** |  |
| **Staff Expenditure** | Click here to enter text. |
| **Other Charitable Expenditure** | Click here to enter text. |
| **Total Expenditure for the year  (as shown in your Accounts)** | Click here to enter text. |
|  |  |
| **Surplus or Deficit (say which)** |  |
| **This year** | Click here to enter text. |
| **Last year** | Click here to enter text. |

**Is there anything else we need to know to understand your financial position better?**

Click here to enter text.

**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.

**Signed:**  **Please print name:** Click here to enter text.

**Date:** Click here to enter text.

**Please remember to send a short 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.**