**GUIDANCE NOTES FOR APPLICANTS**

**PLEASE READ THESE GUIDANCE NOTES CAREFULLY BEFORE COMPLETING THE GRANT APPLICATION FORM.**

This form is designed to help the Trustees consider your application. Please read through the form carefully and complete **IN FULL** before returning it.

All grants are at the discretion of the Charity Trustees.

The Trustees are unable to consider any application unless it is received at least **two weeks** before an advertised charity meeting along with **all required supporting information**.

Applications are only considered at the advertised meetings. These meetings are held on a quarterly basis.

**Date of meeting Application closing date**

11th February 2021 22nd January 2021

13th May 2021 23rd April 2021

9th September 2021 20th August 2021

25th November 2020 5th November 2021

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The Trustees will not make more that one grant to any one individual or organisation within twelve months.

All grants are made on a one off basis and the award of a grant does not imply any commitment to further grants.

If a grant is awarded it should be used for the purpose specified and the confirmation will be sought by way of receipts, invoices or other proof.

If the application is to support a building project please confirm that all necessary permissions e.g. planning permission, listed building consent, a Church of England faculty etc., have been granted.

The Trustees may seek further details while considering an application.

The Trustees do not normally enter into correspondence in the case of failed applications.

All personal applications should include an independent letter of support from a Doctor, Social Worker, Health Visitor or other appropriate professional.

All applications on behalf of clubs and other organisations should include a copy of the latest audited accounts.

Copies of estimates or actual costs should be included with the application.

Please sign and date the declaration at the end of the form.

**If you would like to submit your application by email, please send your completed application form, financial statement (if applicable) and any supporting information to mdeane@th-law.co.uk.**

**Tick the box if you have included financial information or plans**. □