

CHERTSEY COMBINED CHARITY

REQUEST FOR FINANCIAL ASSISTANCE FOR ORGANISATIONS

Application Form (Feb 2014)

A) BACKGROUND INFORMATION

1. Name and address of applicant Organisation (Please supply a copy of the latest Annual Accounts):

2. Details of Contacts: i) Name:
 Address:

 Tel. No:
 Email address:
 Office held:

 ii) Name:
 Address:

 Tel. No:
 Email address:
 Office held:

It will be necessary for a representative of the Organisation to attend a meeting of the Trustees in support of any application where potential financial assistance of £1,000 or more exists. Please indicate the attendee above should he/she be one of the two named, or give alternative details below:

 Name of Attendee:
 Address:

 Tel. No:
 Email address:
 Office held:

3. Brief details of applicant Organisation:

 Year formed:

 Number of members:

 Broad objectives:

 Geographical area served:

 Normal sources of income:

 Main items of annual expenditure:

 Details and results of all other applications made/to be made in respect of this application

 Details of any financial assistance given to the beneficiary/ies by this Charity in the 5 years immediately preceding this application:

B) SPECIFIC INFORMATION

Please continue on a separate sheet if necessary.

4. Details of the project/asset for which this Application is being made. Please submit a copy of any relevant plans, diagrams or literature:

5. Anticipated useful life of the project/asset:

6. Reasons for the project being undertaken or the asset acquired:

7. Potential beneficiaries of the project/asset. Please include some indication of the anticipated frequency of use and the number likely to benefit on a regular basis:

8. Will the project/asset be available for alternative use(s) should the original intentions be changed?

9. What alternative options are available, and why was this particular project/asset selected?

10. What similar facilities are already in existence, or contemplated, in the proposed area of benefit?

11. Proposed timetable for the project/acquisition:

12. Is planning consent required? If so, give details:

C) FINANCIAL & LEGAL INFORMATION

13. Estimated total cost of the project/asset. Please provide a detailed breakdown of costs on a separate sheet:

14. Financing:

Please provide full details of the following:

£

Total cost of project/asset

(Loans to be taken)

(Grants from other organisations/charities)

(Funds from other external sources)

(Funds from own resources)

Balance still required

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15. Running costs of project/asset. Please provide a detailed breakdown of additional costs/income on a separate sheet:

16. How is it proposed to meet any additional running costs?

17. Has any contract or other binding agreement been entered into in respect of any part of the project or asset for which this application is made? If so, please provide full details.

18. Are there any loans outstanding which are secured on the property of the applicant Organisation? If so, please provide full details.

19. Which managing body of the applicant Organisation has approved the submission of this Application?

20. Person submitting this Application on behalf of the Organisation:

Name:

Address:

Office held:

Signed: Date: