

DATE SENT:

DATES FOR 2010 QUARTERLY TRUSTEE MEETINGS (deadline dates in brackets):

FEBRUARY (31/12/09)

APRIL (31/03/10)

JULY (11/06/10)

NOVEMBER (30/09/10)

**THE
SUMMERFIELD
CHARITABLE TRUST**

Reply to: Mrs Lavinia Sidgwick
Administrator
PO Box 4
Winchcombe
Cheltenham
Gloucestershire
GL54 5ZD

Grant Application Cover Sheet

(to be completed by ALL applicants)

Please note that this document is to assist our administration. It is NOT an application form, and applicants should continue to submit proposals written in their own words. A concise explanation of the application (no more than one side of A4) should be sent to me by email. However, you should also send a hard copy, which might have more detail, the cover sheet and any other supporting documentation, to me at the address above. Please note that applications will not be processed until all the necessary paperwork has been received by the administrator.

1. **REGISTERED CHARITY NUMBER:**

2. **DETAILS OF CHARITY/ORGANISATION APPLYING FOR FUNDING:**

Name:

Location / Town:

Previous support from Summerfield Charitable Trust: (give dates & amount of grant)
.....
.....

3. **PROJECT:** *Please refer to our Guidelines to ensure that your application meets the Trust's criteria.*

Name & brief description:

.....Location:

Contact Name:Tel:

Email:Fax:

Address:

.....POST CODE:

P.T.O.

FINANCIAL

| | |
|-------------------------------------|---------|
| TOTAL PROJECT COST: | £ |
| Amounts Pledged/Promised | £ |
| Additional amount already received: | £ |
| <u>Total Raised So Far:</u> | £ |
| TOTAL SHORTFALL: | £ |
| Amount Requested: | £ |

It is important that the following information is included with your application:

A) A financial summary which should include:

- An explanation of your fund raising strategy
- A budget
- A breakdown of costs
- Timescale
- Are there other applications pending for this project, and if so:
 - Who with?
- Are there promises of money from other organisations, and if so:
 - How much for?
 - Do any conditions apply to funding being given?
 - When will funds be released?

B) A copy of your most recent accounts.

- C) The following declaration must be typed onto the charity's letterhead and be signed by a Trustee: "For and on behalf of the charity I hereby warrant that as at the date of this application the charity is financially sound, is not insolvent nor is it considering any insolvency procedure or entering into any arrangement (formal or informal) with its creditors. I am duly authorised by the charity to make this declaration. I understand that any inaccurate disclosure or failure to make proper disclosure in this regard will render the grant immediately repayable to the Summerfield Charitable Trust upon demand".**
PLEASE ENCLOSE THIS WITH THE APPLICATION PAPERS.

This form was completed by (print name):

Signed: **Date:**

Position in charity:

Any queries please contact Mrs Lavinia Sidgwick – Administrator on 01242 676774

email: admin@summerfield.org.uk

Visit our website at www.summerfield.org.uk if you require further guidance

DATA PROTECTION ACT: All information provided by the applicant/organisation in support of the grant application will be used by the Summerfield Charitable Trust for the purpose of processing the grant application only. The Summerfield Charitable Trust will publicise details of awards made to organisations.

Revised 11/2009