

**THE
SUMMERFIELD
CHARITABLE TRUST**

To be completed and returned to:
Mrs Lavinia Sidgwick, Administrator
Summerfield Charitable Trust
PO Box 4, Winchcombe
Cheltenham, Gloucestershire, GL54 5ZD

Before submitting a formal application and submitting this form, applicants **must** first email a concise explanation of the project (no more than one side of A4) to the Trust Administrator - Mrs Lavinia Sidgwick. Please see our website www.summerfield.org.uk for more information on who is eligible, how to apply, dates of quarterly meetings & deadlines, and our Guidelines. *(This form is designed to be printed out and completed by hand, and should be posted with your application papers. We do NOT accept faxed or emailed copies).*

DETAILS OF CHARITY / ORGANISATION APPLYING FOR FUNDING:

Charity / Organisation Name:		
Registered Charity Number (if applicable):		
Charity / Organisation address:		
		Postcode:
Please give amounts and dates of any previous funding received from Summerfield Charitable Trust.		

PROJECT DETAILS:

Name of project:	
Brief description:	
Project Location:	
Contact Name:	
Contact telephone:	Contact Email address:
Contact address:	

Total Project Cost:	£
Amounts pledged/promised:	£
Amount already received: (donations/grant payments etc)	£
TOTAL RAISED TO DATE:	£
Shortfall:	£
Grant Amount Requested from Summerfield Trust:	£
IT IS ESSENTIAL THAT THE FOLLOWING INFORMATION IS INCLUDED WITH YOUR APPLICATION.	
<u>A FINANCIAL SUMMARY WHICH SHOULD INCLUDE:</u>	Tick box to confirm
A budget	<input type="checkbox"/>
A breakdown of costs	<input type="checkbox"/>
Timescale	<input type="checkbox"/>
Details of other applications for this project that are pending/awaiting decision, including names of other Trusts or organisations you have applied to.	<input type="checkbox"/>
Details of promises/pledges received. Include amounts, details of any conditions that apply, timescale (when will funds be available?)	<input type="checkbox"/>
A copy of your most recent accounts	<input type="checkbox"/>
Confirm to whom the cheque should be made payable if your application is successful?	<input type="checkbox"/>
The following declaration typed onto the charity /organisation's letterhead and signed by a Trustee MUST be enclosed with the application papers:	
"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."	Tick box to confirm <input type="checkbox"/>

Please print the form and complete the following information:

This form was completed by (print name):	
Signed:	Date:
Position held in organisation:	

Any queries please contact Mrs Lavinia Sidgwick – Administrator

Tel: 01242 676774 / Email: admin@summerfield.org.uk

OR visit our website at www.summerfield.org.uk for further guidance & information

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.