

# **De Moulham Trust**

Charity Number 1049323

## **SMALL GRANT APPLICATION FORM**

FOR SUMS NOT EXCEEDING £1,000

## **PLEASE READ THESE NOTES CAREFULLY BEFORE COMPLETING THE FORM.**

1. Not all the questions contained in this application form are relevant to all organisations or have enough space for adequate explanation. As such, the Trust welcomes any supporting information that you believe will better explain and assist your application.
2. If there is insufficient space on any part of the application form, please indicate and attach a separate note.
3. When making your application:
  - a) Remember the Trust will usually only consider requests for specific projects, not on-going or revenue costs. The Trust does not grant more than the amount requested and cannot make a determination if an amount is not indicated.
  - b) £1,000 is normally the maximum award. For sums between £1,000 and £10,000 please use a Medium Grants application form, and for sums between £10,000 and £50,000 use the Larger Grants application form.
4.
  - 4.1 A minute of the meeting of the organisation authorising the application and the purpose of the funding request should be sent with the application form.
  - 4.2 A copy of the full accounts of the organisation (if applicable showing all general and special balances) must be sent with the application form.
  - 4.3 All applications for grant aid must declare any other grants that have been received in connection with the same application.
5. Requests for grant aid will only normally be considered from the following categories:
  - 5.1 A Swanage based charity.
  - 5.2 A non-profit making organisation serving the needs of the residents of Swanage.
  - 5.3 Residents of Swanage requesting grant aid with a capital project, which will be for the benefit of a wider group.
  - 5.4 A Swanage based club, association or organisation serving a specific section of the community, or the community as a whole.
  - 5.5 The Trust as a body does not affiliate to any political party and therefore will not provide grant aid to support any such group or activity in the town.
  - 5.6 An award of a grant must give direct benefit to all or some of Swanage's inhabitants, more particularly those residing in the area of De Moulham Estate, and the size of the grant should be commensurate with the benefit delivered.
6. Applications for grant aid that do not meet the criteria set out in 5 above may be considered in certain circumstances.
7. Applications will be considered quarterly, the deadlines for each Trust meeting being 28<sup>th</sup> February, 31<sup>st</sup> May, 31<sup>st</sup> August and 30<sup>th</sup> November. If your application is successful you will receive written confirmation of your award.
8. Please detach and return the form to:

The Clerk to the De Moulham Trust  
Town Hall, High Street,  
Swanage, Dorset BH19 2NZ

9. If you have any queries or wish to discuss the application, please contact the Clerk to the Trust on 01929 423636.

## **DE MOULHAM TRUST GRANT APPLICATION FORM**

1.	Name of organisation.	
2.	Name and address of responsible officer who should be contacted regarding this application.	Name Address  Tel. No: Mobile:
3.	Address where activities are based.	
4.	What area (community) is served?	
5.	Are there any other similar facilities or services provided in the area/district?	
6.	How does your organisation / activity benefit the residents of Swanage	
7.	Present charges/ subscription/fees. Please attach schedule if available.	
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so	

	please advise effective dates.	
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9.	Details of the project facilities or service to be provided and how they will benefit the community.	
10.	a) Proposed starting date of project or acquisition date of equipment.  b) Estimated completion date.	
11.	Please give details of the cost of the project.	
12.	Please give details of other grants awarded or applied for.	
13.	Amount of grant requested from the De Moulham Trust	
14.	Any other relevant information.	