

Funding Application Form



Over £10,000

***Supporting the communities of:
Irlam, Cadishead and Rixton-with-Glazebrook***

Group Name	
Project Name	
Funding Requested	
Project Overview	

Application for Funding Support

Hamilton Davies Trust (HDT) welcomes applications from projects which benefit the areas of Irlam, Cadishead and Rixton-with-Glazebrook.

To apply for a grant please complete the relevant application form. This form is for grant applications from £150 - £10,000. For applications less than £150 and more than £10,000 please visit our website at www.hamiltondavies.org.uk or email hello@hamiltondavies.org.uk

We aim to respond to applicants within a maximum of four months from the date of application. Smaller requests will be processed quicker. However, we may contact you to discuss your application and gain further information before it is taken to our Trustees Board.

If you require assistance in completing this form please call Tony Prescott on 0161 222 4003 or email hello@hamiltondavies.org.uk

Pre-application Checklist

Are you a 'not for profit' organisation? (you must be able to answer yes to one of the following options to apply)

Voluntary or constituted community group? (including registered charities and / or companies limited by guarantee)	
School / college	
Local partnership body or board	
Parish council or local authority	
Sports club or association	

Does your organisation have the following? (you must be able to answer yes to two of the options to apply)

Have its own bank account, which requires two people to authorise payments. The bank account must be in the name of the organisation which is applying for funding unless you are part of the local authority / parish council which is receiving the funding on your behalf	
Have at least three members on your committee / governing body / board of directors	
Not currently have its own bank account but is willing to open one (please note: this will be required to be in place before any grant payments can be made)	

Does your project benefit the following areas? (you must be able to answer yes to one of the options to apply)

Irlam	
Cadishead	
Rixton-with-Glazebrook	

Part 1: Organisation Details

Name:	
Does your organisation use any other name in your day-to-day work? If so, what is it?	
Address (including postcode):	
Telephone number:	
E-mail address:	
Organisation website (if applicable):	
Organisation Social Media Accounts (if applicable):	
Charity number (if applicable):	
Company number (if applicable):	
DfE Number (if applicable):	
How many people are on your committee / governing body / board of directors?	
When was your organisation established?	
Are you a branch or part of a larger organisation? If yes, please provide details	

Part 2: Main Contact for the application

Name:	
Position in the organisation:	
Correspondence address (if different from organisation address):	
Phone number:	
Email address	

Part 3: Project Details

Project name:	
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Project Description

What elements or activities of the project are you requesting funding for if different from the above?

Where will your project take place?

Is your project or part of it based on an existing piece of work?	
If yes, tell us about how you are evaluating your existing work and what learning from this has shaped the project you'd like us to fund?	

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How do you know there is a need for your project? Please provide evidence you have gathered from:
* the success of any previous work you've done, including pilots * any consultation you, or others doing similar work have carried out with the people who would benefit * research completed by you or others to show that there are gaps in provision or a need to enhance existing services, or improvements to equipment / buildings

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Project Benefits	
<ul style="list-style-type: none"> * Who will benefit from your project and what difference will it make to their lives? * What would be the consequence of the grant not being provided? * Estimated number of current users who will benefit? * What long term benefits will the project bring? Example: increased number of users. 	

Do you have a project plan including timelines, milestones and outcomes? If yes, please include a copy with your application	
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Part 4: Funding Requirements

Amount being applied for?	
Estimated start date of project if funding is granted?	
Estimated completion date of the project?	
Details of other funding applied for, received or fundraised to support this project	

What is your organisation's current financial position at your last accounts year end?	
Accounts year end (day/month/year)	
Total income for the year?	
Total expenditure for the year?	
Surplus or deficit at the year end?	
Total savings or reserves at year end?	

Have your accounts been audited / independently examined (by a registered auditor or independent account examiner)? If yes, we may request to see a copy of your audited / examined accounts	

Project Budget:

* Capital costs: including buying equipment, vehicles, constructing a building, altering a building, buying land or landscaping

* Revenue Costs: including things like training, salaries, travel, running costs, venue hire, volunteer expenses

Item / activity	Capital Costs	Revenue Costs	Amount requested from HDT
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
Totals	£	£	£

If you already have quotes for your project, which your budget is based on, please attach copies

In the event of your application being successful, who should the cheque be made payable to?

Part 5: Marketing

For all successful funding requests, HDT will contact you at different times during your projects lifecycle to capture information, quotes and obtain photographs to be featured across various marketing channels.

A further condition of the grant is for you to acknowledge the funding support provided by HDT as part of your own marketing activity. Please confirm:

How will you promote and publicise your project?

How will you acknowledge and publicise the support of HDT?

Have you budgeted for fixed signage to recognise this project? And if so how much?

Part 6: Grant Application Requirements and Signature

The following items are prerequisites of funding being provided. Please tick each item to confirm you are happy with these requirements and sign at the bottom of the page. On behalf of this project I agree to:

Requirements	Tick
Provide project related information to HDT as requested	
Acknowledge receipt of the cheque on arrival	
Provide copies of any photographs taken before, during and after the project has been completed	
Allow HDT to take photographs at any stage during the projects lifecycle	
Provide signed consent forms to HDT for any minors featured on photographs taken by / provided to HDT	
Allow HDT to contact members of the group / project to obtain quotes / testimonials	
Allow HDT to feature project details, photographs and testimonials / quotes on various marketing channel	
Complete and return the 'End of Grant Report Form' as soon as the project has been completed	

I make this application to HDT and confirm that the information contained in this application is correct to the best of my knowledge:

Signed: _____

Date _____ :

Please return your completed application form to:

**Grant Applications
Hamilton Davies Trust
Hamilton Davies House
117c Liverpool Rd
Cadishead
M44 5BG**

Email: hello@hamiltondavies.org.uk

For HDT office use only:

What percentage of the estimated number of beneficiaries are from:	
Irlam	
Cadishead	
Rixton-with-Glazebrook	
Outside of the area	

Which of our 'Areas of Focus' does the project relate to?			
Community		Recreation	
Education		Regeneration	

Previous Funding from HDT			
Date	Amount	Purpose	Signed off

**“Supporting
local people”**

