

## **Applying for a Grant from the Barby Townland and Education Charity**

### **Information for Applicants**

The Barby Townlands Charity uses funds raised from the property it manages to provide grants to local organisations that are based in or serve the residents of Barby and Onley. Applying for a grant is simple and can either be done using the form below or through an email or letter to the secretary.

The Trust is keen to support local activities which can include leisure, sports, cultural or educational interests and embraces all age groups. The main criteria is that there is a tangible benefit to the people who take part in the activities provided by the organisation that is applying.

To assist the Trustees in making a decision please make sure that you give the following information when you apply:

- The name of the organisation
- The name and contact details of the person making the application.
- Briefly what your organisation does
- Briefly what you require the funding for and how this will benefit those concerned
- When you need the money
- Whether you are applying for the full cost of what you want the money for or a contribution. If you are asking for a contribution please state the total cost
- Enclose any written quotations if you have them

Please note you will be required to produce receipts to show what you have spent the money on.

Applications are usually considered at the next committee meeting of the Trustees. These occur approximately 3-4 times a year but can be more frequent if there are applications that need to be dealt with.

Where applications are for an amount exceeding £1000, the Trustees may ask the applying organisation to provide a copy of their most recent accounts before a funding decision is made. Applicants may also be asked to provide up to three quotations for the supply of equipment or work.

The outcome of the Trustees meeting will usually be one of four things:

- a) The application for a grant is approved in full
- b) The application for a grant is approved and a proportion of the sum applied for is given
- c) The Trustees ask for more information in order to make a decision
- d) The application is turned down

You are advised to make your application in good time before you need the money. If you need advice or wish to discuss your application before submitting it please contact the Chair or secretary.

## Barby Townland Charity

### Application Form

Name of your organisation	
Name and contact details of person applying	
Brief details of what your organisation does	
What do you require the funding for?	
How will members/users of your organisation benefit from the funding	
When is the money required?	
How much money are you applying for?	
What is the full cost of what you are applying for?	
If you are not applying for the full amount please confirm that you have the funds to make up the difference	
Do you have a written quotation for what you are applying for? (If so please enclose it)	
Signed	
Date of Application	

Please send your application to the Secretary.