General Grant
Application Form

heritage foundation
Letchworth Garden City

Thank you for looking for our support. Please fill in the form below to start your application. The more information you can provide, the easier it will be to assess your application.

If you have any questions or need help completing this form, please call us on 01462 476057 or email grants@letchworth.com

Step 1: Tell us a little about your group's details
Name of your group
Address of your group
Postcode
Website of your group
The name of the main contact of your group
Position held in your organisation (if applicable)
Main group contact address ☐ Tick if main correspondence address for application.
Postcode
Main group contact daytime telephone number
Main group contact mobile telephone number
Main group contact email address
Step 2: Tell us more about your organisation and you
How would you best describe your group? ☐ Charity ☐ Registered Company ☐ Club ☐ Community Group
When was your group formed?
Briefly describe why your group was set-up and how you meet this purpose in fewer than 100 words.
How many paid members of staff does your group have?
How many volunteers does your group have?
For groups with memberships: • How many members do you have in your group? • How many members of your group live in Letchworth? • How much does it cost to be a member of your group?

Step 3: Tell us about your proposal

Which one of our Charitable Commitments best describes the aims of your proposal?

- ☐ To preserve buildings and other environmental features within Letchworth Garden City.
- ☐ To provide recreation facilities and activities.
- ☐ To advance education and learning.
- ☐ To provide facilities and services to support a healthier lifestyle.
- ☐ To support a charity with an office or branch in Letchworth Garden City.
- ☐ To support other charitable purposes for the benefit of the local community.

What is the title of your proposal?

Please describe your proposal including:

- The need you have and how your group has identified this need.
- How your proposal will meet the need or needs you have identified in your proposal.
- An explanation of the skills you have within your group or will be bringing in to your group to successfully deliver your proposal.

Who will benefit most from your proposal and how will your group involve themselves in your proposal?

Please explain the difference your proposal will make to those that will benefit the most?
How many people will directly benefit from your proposal and how many live in Letchworth Garden City?
If your proposal is successful, what will be the wider benefits for either your group, Letchworth Garden City or the wider community?
When will your proposal take place (if applicable)?
Where will your proposal take place (if applicable)?
In a maximum of 100 words, please explain how you will either asses or measure the success of your proposal.

Step 4: Financing your proposal

What is the estimated cost of your proposal? £

How much funding are you looking for from us? £

What is the cost breakdown of your proposal? (give an itemised breakdown – e.g. staffing @ £25 per hour = £100)		How much have you raised towards it so far and from whom?		
Item	Cost £	Source	Amount	Where it will be spent

Please attach copies of supplier quotes for materials and / or services in your proposal.
Large items, building works or services may involve the need for more than one quote.

Please list any other funding you have applied for (if the funding is for a specific part of your proposal include this here)

Funder	Amount £	When will you hear back?

If your proposal extends beyond one of our financial years (1 October to 30 September), please indicate how much will be spent in each year.
If your application is successful, how do you propose to continue with the proposal after this funding comes to an end or is it a one off project or activity?
For larger groups, please include a copy of your most recent monthly accounts. For smaller groups please include a copy of a recent bank and / or building society statement.
Step 5: Checking your application… Have you…
Before signing and sending your application to us, please check you have:
☐ Read through your application and completed all the sections which apply to your group.
☐ Included copies of supplier quotes for materials and / or services in your proposal.
☐ Included a copy of your most recent monthly accounts and / or a bank or building society statement.
☐ Attached any further documentation to support your application.
☐ Included a copy of your Safe Guarding Policy if your proposal involves working with children or vulnerable adults.
Step 6: Declaration
To complete your application, this declaration needs signing by you and either a member of your Management Committee. I confirm that, to the best of my knowledge and belief, all the information in this application form and any supporting documentation is true and correct. I understand that you may ask for additional information at any stage of the application process.

For you to complete	
Signed	Date
Print name	Position
For a member of your Management Committee to complete	
Signed	Date
Print name	Position in group or profession

Step 7: Send us your application

We will acknowledge receipt of your application as soon as we receive it.
For details of our Deadline and Decision Dates, please see our website.

Send your completed form to grants@letchworth.com or print and post:

Grants Team
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heritage foundation
Letchworth Garden City