# Icon Description automatically generated with medium confidence

# St Lawrence Parish Hall Trust Martha Penelope Leggett for a Parish Hall

GRANT APPLICATION FORM

|  |  |
| --- | --- |
| Name of Organisation: |  |
| Address: |  |
| Telephone Number: |  |
| Email Address: |  |
| Bank Sort Code: |  |
| Account Number: |  |
| Name of Applicant: |  |
| Address of Applicant: |  |
| Telephone Number (if different): |  |
| Email Address (if different): |  |
| Date of Application: |  |
| Project Name [if applicable]: |  |

# Project or work for which grant applied for:

|  |  |
| --- | --- |
| Brief summary of purpose: |  |
| List the group(s) to benefit from the project:  *(continue on a separate sheet if necessary)* |  |

# Financial Information:

|  |  |  |  |
| --- | --- | --- | --- |
| **Total cost of project:** | **A** | **£** |  |
| Funding from own resources: |  | £ |  |
| Reserves |  | £ |  |
| Revenue Income |  | £ |  |
| Fundraising |  | £ |  |
| **TOTAL:** | **B** | **£** |  |
| Funding from other sources |  | £ |  |
|  |  | £ |  |
|  |  | £ |  |
|  |  | £ |  |
| **TOTAL:** | **C** | **£** |  |
| Shortfall: A-(B+C) |  | £ |  |
| **Amount of grant requested from SLPHT** |  | **£** |  |

# Financial Summary

|  |  |  |
| --- | --- | --- |
| Financial Year End: | (date): |  |
| Unrestricted Income: | £ |  |
| Unrestricted Expenditure: | £ |  |
| Net surplus/[deficit] | £ |  |
|  |  |  |
| Unrestricted Reserves: | £ |  |
| Restricted Reserves; | £ |  |
| Unrestricted Liabilities: | £ |  |
| Restricted Liabilities: | £ |  |

# Latest Accounts

Please include a copy of the organisation’s latest audited/independently examined accounts.

# Supplementary information:

Please provide any further relevant information in support of your application here:

|  |
| --- |
|  |

# Additional Information:

In order that our trustees can comply with appropriate governance procedures, please send with your application the following:

* Copy of your Safeguarding Policy and Procedures [Please note that we will not consider applications from organisations who do not provide this document]
* Copy of your Equality and Diversity Policy or procedures
* Copy of any invoice/quotation for the work for which the grant is requested.

# Timescale for project:

|  |  |
| --- | --- |
| Anticipated start date: [if known] |  |
| Anticipated completion date: [if known] |  |
| Anticipated date grant required: [if known] |  |

# Reporting Back

It is a requirement of the Trustees that successful applicants agree to provide a written update, ideally including pictures, on the progress/implementation of the project for which the grant is offered. This should be provided on completion of the project or within six months of receipt of the grant whichever is the earlier.

**Please note:** From receipt of the request for payment ten working days should be allowed for the payment to be received into the applicant bank account. This timescale may be longer during holiday periods.

# The General Data Protection Regulation (GDPR)

(Regulation (EU) 2016/679) is a regulation by which the European Parliament, the Council of the European Union and the European Commission intend to strengthen and unify Data Protection for all individuals within the EU. It also addresses the export of personal data outside the EU. The GDPR aims primarily to give control back to citizens and residents over their personal data and to simplify the regulatory environment for international business by unifying the regulation within the EU. When the GDPR takes effect, it will replace the data protection directive of 1995. The regulation was adopted on 27 April 2016. It becomes enforceable from 25 May 2018 after a two-year transition period and, unlike a directive, it does not require national governments to pass any enabling legislation and is thus directly binding and applicable.

The trustees of SLPHT have considered carefully the implications of the Regulation and have determined that the grant applicant must give explicit consent to the recording of information contained in the grant application.

**In signing this application therefore, I give the explicit consent to the following:**

* St Lawrence Parish Hall Trust will record my details and the details of the organisation electronically and on electronic backups
* St Lawrence Parish Hall Trust will, if required, share my information with the following organisations:
  + Charity Commission
  + St Lawrence Parish Hall Trust Auditors/Accountants
  + St Lawrence Parish Hall Trust Solicitors
  + St Lawrence Parish Hall Trust Bankers
  + St Lawrence Parish Hall Trust Investment Managers
  + HM Revenue and Customs
  + Information Commissioners Office
  + Any other organisation the trustees from time to time determine.

|  |  |
| --- | --- |
| Signed: *(electronic signatures or photographs are acceptable)* |  |
| Name of Applicant: |  |
| Date: |  |

# The St Lawrence Parish Hall Trust

**The objects of the trust are:**

* To help to provide fund for the provision of facilities of a capital nature for the disabled and other disadvantaged groups in the community.
* To help to provide the means of transport for such groups.
* To assist in the provision or refurbishment of church halls used for the benefit of the community.
* Other purposes being for the benefit of the people of: -   
  the ancient parish of St Lawrence,
* The rest of Ipswich,
* Organisations which, while not situated in the town, have a substantial proportion of their members living in Ipswich.

The grant shall not be used for any project that could be provided by taxes or rates and the Trustees do not provide grants for the provision of revenue expenses.

All applications should be made considering the above objects. Grant applications are considered by the Trustees as and when received. Applicants will be notified of the Trustee’s decision which will be final.

Payment of any grant will be by Bank Transfer to the applicant organisation upon receipt of an invoice for the work covered by the grant.

In an effort to assist as many different organisations as possible:

* Repeat applications will not normally be considered by the Trustees within two years of a previous grant being offered
* The normal maximum level of grant application is up to £5,000 although Trustees will sympathetically consider applications for grants in excess of the level
* It is a condition of applying for a grant that it must be claimed within six months of the formal offer of a grant from the trust. Failure to comply with this condition will lead to the withdrawal of the grant offer.

**Applications can be submitted either by post to:**St Lawrence Parish Hall Trust, Hill House, 2 Henley Road, Ipswich. IP1 3SF

or by email to: office@stlawrenceparishhalltrust.org

Receipt of all applications will be acknowledged to the applicant by email.

Should you not have an email address but wish to have your application acknowledged please enclose a stamped addressed envelope.

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