



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

GRANT APPLICATION FORM

Name of Organisation:	
Address of Organisation:	
Telephone Number of Organisation:	
Email Address of Organisation	
Bank Sort Code and Account Number of Organisation:	
Name of Applicant:	
Address of Applicant:	
Telephone Number of Applicant:	
Email Address of Applicant:	
Date of Application:	
Project Name [if applicable]:	

Martha Penelope Leggett for a Parish Hall - Registered Charity 207267
 St Lawrence Parish Hall Trust - PO Box 328 - Grundisburgh - Woodbridge IP13 6WP - Tel: 07899 404 853
 eMail: info@stlawrenceparishhalltrust.org

The St Lawrence Parish Hall Trust

The objects of the trust are:

1. To help to provide fund for the provision of facilities of a capital nature for the disabled and other disadvantaged groups in the community.
2. To help to provide the means of transport for such groups.
3. To assist in the provision or refurbishment of church halls used for the benefit of the community.
4. 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 money 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 at their half yearly meetings in June and November. Applications should be received by the Clerk to the Trust by April 30th [for consideration at the July meeting] and September 30th [for consideration at the November meeting]. 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, PO Box 328, Grundisburgh, Woodbridge. IP13 6WP

or by email to:

info@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.

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 the 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		

Organisation Financial Summary

	Date	
Financial year end		
		£
Unrestricted income		
Unrestricted expenditure		
Net surplus/[deficit]		
		£
Unrestricted reserves		Unrestricted liabilities
Restricted reserves		Restricted liabilities

Please include a copy of the organisations latest audited/independently examined accounts.

Supplementary information:

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

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

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:

1. St Lawrence Parish Hall Trust will record my details and the details of the organisation electronically and on electronic backups
2. 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 appropriate

Signature of Applicant: _____

Name of Applicant: _____

Date: _____