

Please read carefully the notes on our [web page](#) before completing this application form.
 Please use the space provided and only enclose reports and brochures if absolutely necessary.
 A short covering letter introducing the application and other information relevant to the application, may be sent.

Our webpage can be found at http://www.staffordtrust.org.uk/apply_for_a_grant

Particular attention should be paid to the direction re the MAXIMUM NUMBER OF WORDS to be used by applicants at various sections of this form. These directions are designed to assist with the efficiency of administration of the grant giving process. Exceeding any of the limits specified may make an application ineligible for consideration. If it is felt that supplementary information is required before a decision is made, such information will be requested.

Name of charity	Date of application
Principal address	Charity No.(s)
	Have previous applications been made? <i>(delete as appropriate)</i> Yes / No

Contact name	Contact
Contact address	Tel. No. Fax No. E-mail

Purpose of charity – aims, objectives and activities – **in not more than 50 words.**

On what date was the charity started?	
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Please give brief details and the background to your application, including any specific points which you wish to bring to the Trustees' attention, **in not more than 100 words.**

Total grant applied for

£

Please give **brief** details of expenditure budget and timescales for the project **in not more than 50 words.**

Please give details of any other trusts / foundations to whom applications for funding have been made for this project / programme, including the current status of these applications.

Grant Body	Applied for £	Status <i>(e.g. refused, in progress)</i>	Secured £
TOTALS			

Please give **brief** details of the benefits to be derived from the project, the system of monitoring and evaluation **in not more than 50 words.**

FINANCIAL INFORMATION

PLEASE COMPLETE THE FOLLOWING INFORMATION FROM THE MOST RECENT AUDITED ACCOUNTS

Accounts year ended	
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For Office Use Only

(A) FROM STATEMENT OF FINANCIAL ACTIVITIES

Total Incoming Resources (Gross Income)	£
Cost of Generating Funds (Investment management, fundraising, etc.)	£
Direct Charitable Expenditure	£
Governance Costs	£
Defined benefit pension scheme – surplus/(deficit) for year	£

(B) FROM BALANCE SHEET

Net Assets / Reserves Restricted	£
Unrestricted	£
Pension Reserve	£
TOTAL	
When are the next accounts due to be published? (MM/YY)	

(C) FOR OFFICE USE ONLY

Chairmans Statement	
Reserves Policy	
Audit Report	

DECLARATION

I, _____ (print name) am an authorised Trustee / Official of
 _____ (name of charity)

- I confirm that the information provided is correct.
- I confirm that if the Stafford Trust agrees to make a grant, this will be used exclusively for the purposes described in the application and if not so used, will be refunded to the Trust.
- I accept that a grant from the Stafford Trust involves co-operation with the Trust Administrators should they request access to the applicants financial records for satisfaction that the grant made was expended for the purpose specified in the application.

Signature of applicant

Capacity in which signed

Please post the completed form and one copy of your Charity's latest Report and full signed audited Accounts to:	
Trust Administrators Dickson Middleton CA PO Box 14 20 Barnton Street Stirling FK8 1NE	Tel. No. 01786 474718 Fax No. 01786 451392 E-mail: staffordtrust@dicksonmiddleton.co.uk Web: www.staffordtrust.org.uk

Checklist		
Have you...		
1	Read the application submission guidance?	
2	Is the charity eligible to apply?	
3	Complied with the 'Time Bar' instructions in the submission guidance?	
4	Completed all sections of the form adhering to the strict word limits?	
5	Enclosed the most recent signed audited or independently examined financial accounts?	
6	Enclosed a copy of your safeguard policies if you have one?	
7	Signed the declaration?	
8	Noted to keep us updated of any relevant changes?	