



# Grant Application by an Organisation

Please read Grant making Policies and Practices before completion

**If there is not room for all your information on this form please supply in a separate document**

Name of Organisation \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Position in Organisation \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Tel \_\_\_\_\_ email \_\_\_\_\_

Is your Organisation a Registered Charity? \_\_\_\_\_ Registered Charity Number \_\_\_\_\_

What are your registered objects? Space for approximately 200 words

How long has your organisation been in existence? \_\_\_\_\_

Please describe briefly the activities of your organisation: Space for approximately 200 words

What has been achieved so far? Space for approximately 200 words

Before filling in, 'Save as' the blank pdf form with Adobe Reader onto the computer, then fill in the 2 page form and save. Attach the completed form to an email and send it to us.

**Handwritten application forms are no longer acceptable**

**Go to next page**



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If your organisation has a Management Committee, please list the principal members: Space for approximately 200 words

What geographical area benefits from your organisation?

If your organisation covers a wider area than Worcester City, what proportion of those helped are Worcester citizens?

Are you able to tell us about the financial circumstances of the people you help? Space for approximately 200 words

Amount of grant sought £ \_\_\_\_\_ When does your financial year end? \_\_\_\_\_

Purpose of the grant: Space for approximately 200 words

### The Trustees need

- **A copy of last year's audited accounts**
- **A copy of this year's estimates**
- **A draft budget for next year based on anticipated/requested income**
- **A description of your reserves policy**, amounts held and firm commitments to spend some of the reserves in the next financial year.

**Please ensure that each page is headed with the dates of the period concerned.**

Signed/Name (applicant) \_\_\_\_\_ Date \_\_\_\_\_

When completed this form should be returned to:  
**Worcester Municipal Charities (CIO), Kateryn Heywood House**  
**Berkeley Court, The Foregate, Worcester WR1 3QG**

**Save and attach to email**

**admin@wmcharities.org.uk**