

# Grant Application Form (Richmond Civic Trust)

The information on this form will help us process your application.  
Please contact us if there is anything you do not understand.

## 1. Contact Details

Name of Organisation
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Address (for correspondence)
Postcode

The first contact person should be someone from your organisation who can discuss the application. Please give an alternative person in case the first contact is unavailable.

### First Contact

Name
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Position
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Telephone (Daytime)
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Telephone (Evening)
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Email
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### Second Contact

Name
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Position
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Telephone (Day)
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Telephone (Evening)
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Email
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## 2. About your organisation

### What type of organisation are you?

Unregistered community group/club/society: Yes/No  
Registered Charity: Yes/No Charity Number:  
Other (please state)

### When did your group start?

Date:

### What does your organisation do?

### Where do you work (Geographical Area e.g. Barnes, Whitton etc.)?

Postcode of where this activity will take place:

### Which of the Richmond Civic Trust Fund Criteria will you meet?

1. Improvements to the environment throughout the London Borough of Richmond upon Thames
2. Improvements in the physical character of the Borough of Richmond upon Thames to include the provision of additional facilities for the benefit of the community in the Borough
3. Improvements to the environment and to the physical character of the Borough to bring about an increase in the enjoyment, living standards and general well being of local communities.

### How many people are involved in running your group?

Staff (Full Time)	Staff (Part Time)
Management Committee Members	Other Volunteers

What was your organisation's income in the last financial year? £

What was your organisation's expenditure in the last financial year? £

**3. Please tell us about the project that you are asking us to fund**

**How much will the project cost in total?**

£
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**Where do you expect the money to come from?**

If appropriate please indicate money already secured with an S

Source	Amount
Richmond Civic Trust	

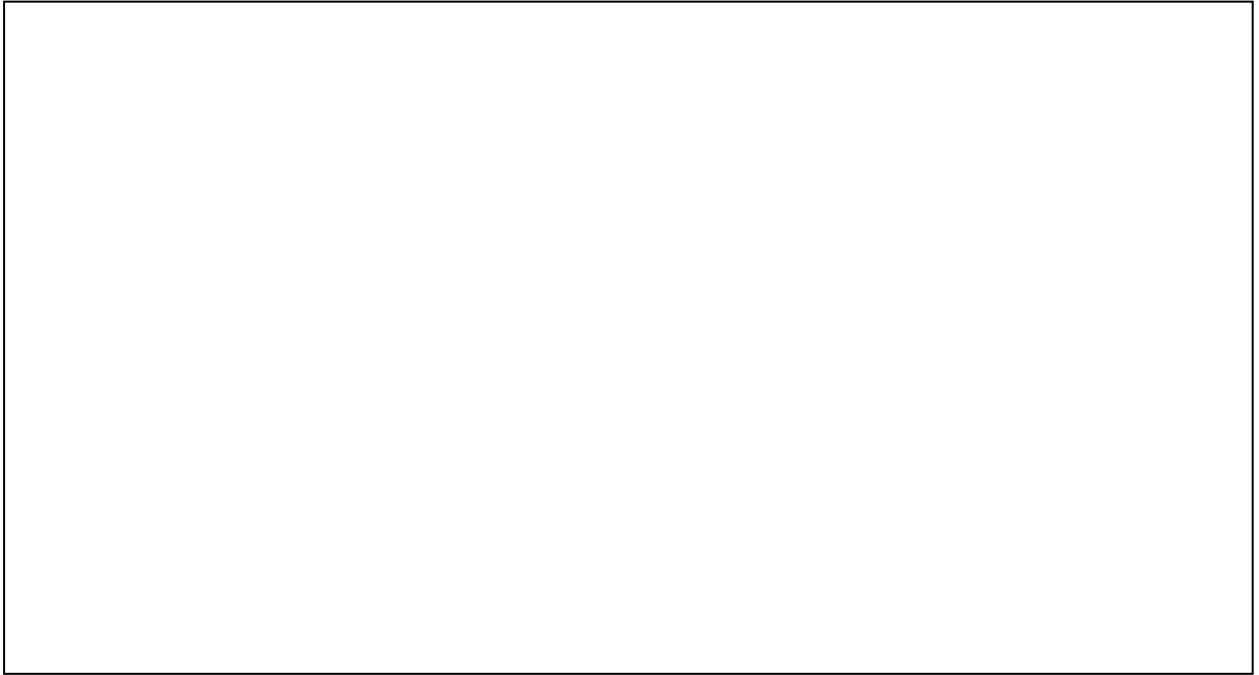
**What are you asking us to fund with the grant?**

Please provide a more detailed budget on a separate sheet if needed

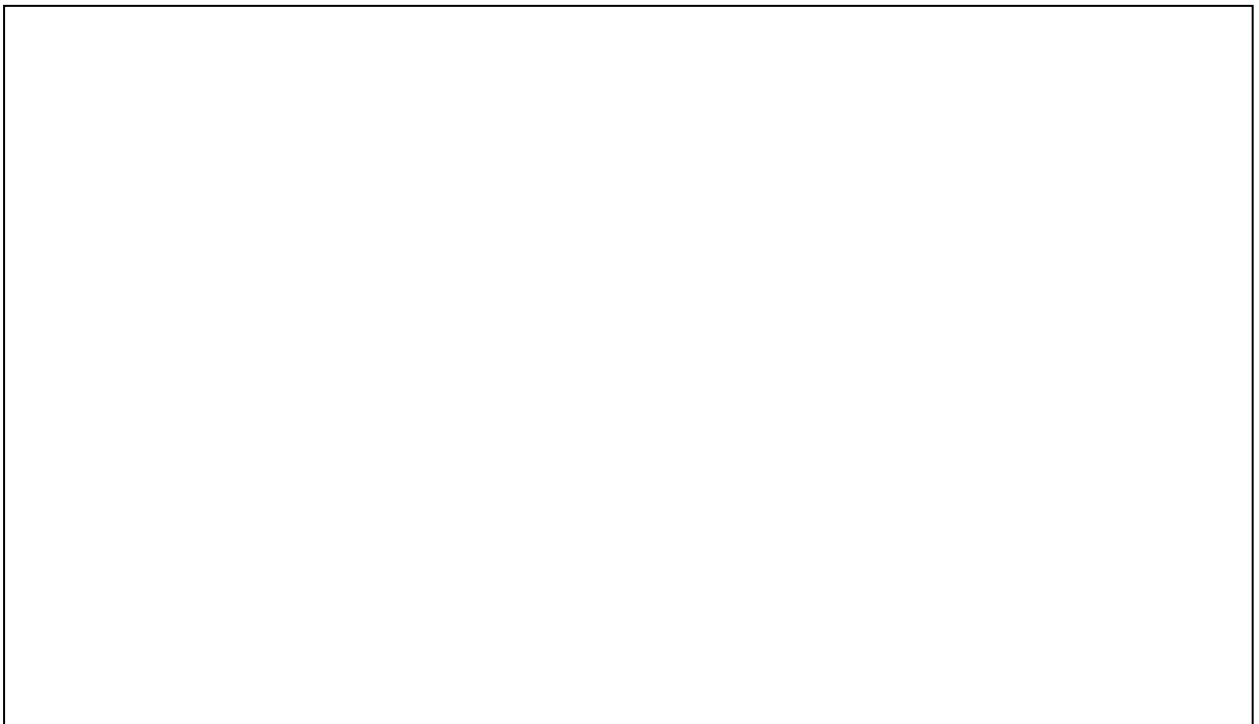
Item	Total Cost	Requested

**If applicable - How will you fund this project once any grant received from the Richmond Civic Trust Fund comes to an end?**

**Why is the project needed?**



**How will you know if the project is a success?**



#### 4a. Referee

Please give contact details for someone who will be an independent referee for your application.

Name
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Address
Post Code

Telephone	Email
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#### 4b. Please give us your bank details

Account Name
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Bank or Building Society	
Address	
Postcode:	
Account Number:	Sort Code:

May we give your group's contact details to the press?      Yes/No

#### 5. Declaration

1. I am authorised to make the application on behalf of the above organisation
2. I certify that the information contained in this application is correct
3. If the information in the application changes in any way I will inform the Community Foundation
4. I give permission for the Community Foundation to record the details of my organisation electronically and to contact my organisation by telephone, mail or email with information about its activities and about funding opportunities.

Signed:	Date:
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## Checklist

Please enclose the following with your application. We will only process your application when all the relevant information is received.

- Latest annual accounts
- Governing Document i.e. Set of Rules, Constitution or Memorandum and Articles
- A list of your Trustees/Management Committee Members or Company Directors
- Child Protection or Vulnerable Adult Policy (if applicable)
- Copies of written estimates or catalogue pages if you want a grant for equipment
- Health and Safety Assessment where risks are involved.
- Equal Opportunities Statement

Please keep a copy of the application for your records. Applications must arrive before 12 noon on the closing date.

Please send completed applications to

**Richmond Civic Trust**  
**c/o Thames Community Foundation**  
**NPL Building 1, Room 206**  
**Hampton Road**  
**Teddington**

Telephone: 020 8943 6030

E-mail: [grantstcf@btconnect.com](mailto:grantstcf@btconnect.com)

Registered office:

Thames Community Foundation, NPL Building 1 Rooms 201-206, Hampton Road, Teddington, Middlesex TW11 0LW

Company limited by guarantee, company registration number: 6251399

Registered Charity Number: 1122432