

Relief in Need Grant Application form for ORGANISATIONS

It is a requirement that anyone who will benefit from a grant provided by Eleanor Palmer Trust, **must** live within the former (pre-1965) Urban Districts of Chipping Barnet and East Barnet (Which is most of EN5, EN4 and a small section N11 and N14 postal codes)

Please note we do not provide educational assistance.

1. Name of organisation:

Please ensure that you provide the full and formal name of your organisation so that due diligence checks can be carried out.

2. Date charity/organisation was established:

3. Trading Address:

4. Registered Office:

5. Company registration number, if you have one: _____

6. Society registration number, if you have one: _____

7. Is your organisation a charity: Yes No

8. If Yes, is your organisation registered with the Charity Commission?

Yes No

Please provide Charity Registration number, if applicable: _____

9. How did you hear about Eleanor Palmer Trust?

10. Your organisation's website, if you have one

11. Your organisation's Twitter handle, if you have one

12. Your organisation's Facebook page, if you have one

13. Full name of person making application *(This should be someone who is leading on the fund raising idea. This person may be contacted by telephone or email as part of the assessment and should be available during normal working hours):*

Mr/Mrs/Ms/Miss (other) _____

Job Title/position in the organisation: _____

Tel: _____ Mobile: _____

14. Alternative contact details *(Please give us the contact details of someone else from your organisation in case we cannot reach your main contact. Please make sure you have gained that person's consent to have their contact details included in the application form):*

Alternative contact name: _____

Job title/position in the organisation: _____

Alternative contact email: _____

Alternative contact tel. number: Landline: _____

Mobile: _____

Other contact information _____

15. Provide:

a) The purpose of the organisation/charity:

b) A breakdown of the main sources of income received by your organisation:

c) What was your total income in the last 12 months? *(By total income, we mean all of the money put into your organisation in the last 12 months, either through grants, trade or investments)*

d) Details of grants previously received from Eleanor Palmer Trust, or the reason your application was rejected:

e) Have any other grant giving charities assisted you recently, in the last 3 years or currently pending a decision?

Yes / No (please delete as appropriate)

If Yes, please provide the amount: £_____ Date: _____

Details of the assistance received:

16. Does your organisation prepare annual accounts?

Yes No

If Yes, please attach a copy of the following documents:

- **Audited Accounts for the last three years**
- **Budget for the forthcoming year.**

17. Does your organisation have a governing document such as a constitution or memorandum of articles? *(A governance document helps us understand the structure of your organisation, and who will be leading it)*

Yes No

If Yes, please attach.

If No, you may need to identify an accountable body to hold the grant on your behalf. Please provide details

18. Please describe how your organisation is locally rooted:

19. Please list the name and position of your trustees/directors and members of your management group/committee: *(For new organisations you may not yet have formal roles defined and filled, however, we are still interested in who else is involved and you should answer the question as best you can at this time. Please make sure you have gained each individual's consent to add their name to this application form)*

20. Please tell us how many people are currently involved in your organisation in a volunteer capacity: *(Please input the numbers of people for all that apply. If you don't know the exact figures, please provide an estimate. The answers to this question will help us to understand the level of community engagement in the day to day running of your organisation. Regular volunteers are people who are engaged with your organisation on a frequent basis, for example, weekly or fortnightly. Remember to include your trustees/directors or members of your management group/committee)*

Regular volunteers: _____

Casual volunteers: _____

21. Please describe the specific purpose for which the grant is required, how you know it is needed and what you hope to achieve:-
(Maximum 500 words)

22. Who will be the main beneficiaries of your grant and how many people could benefit from it? *(The answer to this question will help us to understand the charitable need(s) that the requirement for this grant will be addressing)*

23. Total cost of item/project for which grant is required £ _____

24. Please provide a full breakdown of above cost(s) and attach 3 quotations (if applicable) for items to be purchased:

25. How is this to be financed *(to include contributions from other organisations, individuals etc.):*

Please note that Eleanor Palmer Trust may need to contact one or more of the above to discuss your application.

PLEASE ENSURE THAT YOU HAVE ANSWERED **EVERY** SECTION, EVEN IF IT IS TO CONFIRM “not applicable”

IF ALL SECTIONS ARE NOT COMPLETED YOUR APPLICATION MAY BE RETURNED FOR ADDITIONAL INFORMATION.

NOTE: *The Trustees of the Charity may require full evidence of the financial resources of the organisation and of other calls on those resources, to show that there is legitimate financial need for a grant.*

I hereby confirm that the above information to the best of my knowledge is true and agree to the sharing of this information with other local charities

Signed _____ Date _____

Print name in full _____

Position in the organisation _____

General Data Protection Regulations (GDPR)

If your application for grant is successful, the personal data supplied on this form and other information will be held on file for six years. Some details may be checked with relevant organisations, but none will be disclosed for any inappropriate purpose. You may have access to your personal information on request. If your grant request is unsuccessful, your application form will be destroyed and only a basic record of the application will be kept for historical purposes.

Please sign below to indicate your acceptance for Eleanor Palmer Trust to hold your personal data

Signed _____ Date _____

Print name in full _____

Position in the organisation _____

Please forward the completed application along with any supporting information to:-

Mrs Gail Oliver
Chief Executive
Eleanor Palmer Trust
106B Wood Street
Barnet
Herts, EN5 4BY

T: 020 8441 3222