

**APPLICATION FOR INSTITUTIONS AND ORGANISATIONS**

Please print or type the information requested below.

Name of Institution, Business or Organisation \_\_\_\_\_

Name of contact \_\_\_\_\_

Job title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post code \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Web address \_\_\_\_\_

Name of governing body \_\_\_\_\_

Is the organisation a UK registered charity? YES/NO

If yes, please give the registered charity number. \_\_\_\_\_

Have you applied to any other body for financial assistance? YES/NO

If yes, please give details and the result of the application:

*1. Please supply a brief history of the organisation together with one copy of its constitution (or similar) together with one copy of the most recent audited accounts.*

*2. Please provide an outline of the project for which you are seeking support giving details of costs, with trade quotations where appropriate, time-scale and other sources of income (e.g. grants, donations, own resources, voluntary labour).*

*3. You are invited to supply any additional information which you consider relevant.*

Notes

1. Awards will be considered at three levels:

- up to £500
- up to £2000
- up to £5000

2. Any award **may** be paid in stages at the discretion of the Trustees and be dependent on receipt of detailed progress reports.

3. The Trustees are unlikely to support an application for revenue costs.

*Please note that applications cannot be considered without a reference in support which must accompany the application.*

Signed

Date

When you have completed this form, please send **nine** copies to:

Joan Holland, The Administrator, The Bromsgrove Institute Trust, Thomas Horton & Sons, Strand House,  
70 The Strand, Bromsgrove, Worcs., B61 8DQ Email: [jh@thomashorton.co.uk](mailto:jh@thomashorton.co.uk)

Web address: [www.the-bromsgrove-institute-trust.co.uk](http://www.the-bromsgrove-institute-trust.co.uk)