

Institution of Organisation Application Form

Please print or type the information requested below

I. Institution or Organisation details

Name of Institution or Organisation _____

Name of contact _____

Job title _____

Address _____

_____ Post code _____

Tel _____

Email _____

Web Site Address _____

Name of governing body _____

Is the institution or organisation a UK registered charity? Yes [] No []

If yes, please give the registered charity number: _____

II. Information on your application and finance

Please note:

1. Awards will be considered up to a maximum of £5,000.00
2. At the discretion of the Trustees, an award **may** be paid in stages and be dependent on receipt of detailed progress reports.
3. The Trustees are unlikely to support an application intended to cover revenue costs.

What is the amount you are requesting from the Trust? £ _____

Please provide the following to accompany your application:

- A. One copy of a brief history of the institution or organisation together with one copy of its constitution (or similar) and a copy of its most recent audited accounts.
- B. A copy of an outline of the project for which you are seeking support giving details of costs and trade quotations where appropriate, timescale, and other sources of assistance (e.g. grants, donations, own resources, voluntary labour).
- C. A reference in support which must accompany the application.
- D. Any additional information you consider relevant.

Have you applied to any other body for financial assistance? Yes [] No []

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

I have read and agreed the Terms and Conditions on the Web Site []

I have enclosed ALL the relevant forms []

Signed:

Name:

Date:

Position:

When you have completed this form, please email, including all relevant additional and supporting documentation to: gholland.819@btinternet.com and send two hard copies, along with all documentation, to the address given below:

Joan Holland,
The Clerk,
The Bromsgrove Institute Trust,
89 Crabtree Lane,
Sidemoor,
Bromsgrove
B61 8PA