

The Clare Milne Trust

Supporting Disability in Devon and Cornwall

GRANT APPLICATION FORM

Please include a covering letter with your application.

Name of Organisation :	
Charity No/CIC No. or other	
Address	
Contact name	Telephone :
Email :	
Website :	

About your organisation

Please describe the main activities of your organisation

1 The Sanctuary, Westminster, London SW1P 3JT
www.claremilnetrust.com

Tel : 020 7222 5381 (*answered One The Sanctuary – ask for Karen Colborne or Lynne Boyer*)

Registered in England Charity No 1084733

When did your organisation start (year)	
Are you affiliated to a regional or national organisation? (If yes, please supply name of organisation)	
Do you have Health and Safety policy and appropriate insurance?	
If your work involves children and young people or adults entitled to safeguarding, do you have Child Protection and Safeguarding Adults Policy? Have your staff and volunteers all passed DBS checks?	
How many volunteers are involved in your organisation?	
How many full time staff do you employ?	
How many part time staff do you employ?	

Funding Request

Please give a short summary of the expenditure for which you are seeking funding.
(Detailed information may be included on a separate sheet –no more than 2 sheets of A4).

Total Project Cost :

Total Funding Required :	£
(a) required from the Clare Milne Trust	£
(b) sought from others – Please give details on a separate sheet if relevant	£
(c) available from your reserves	£
How much have you raised so far?	
How many persons with a disability would benefit from the funds requested and what is their primary age group?	
Anticipated Start date (if applicable).	
Please provide a budget/costings for your project.	
If the project is for building works, have all necessary planning consents been received?	
If full funding is not received can the project be scaled down?	

Where appropriate describe how the ongoing costs running will be met once the project is complete and the sustainability.

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Finance

Date of latest accounts (please do not supply a copy of the accounts)	
According to the latest accounts :	
(a) What are the net assets of the charity?	
(b) Is this a fair reflection of the assets at market value?	
(c) How much of your assets are in :	
(i) liquid or readily realisable form?	
(ii) buildings wholly or largely occupied by the charity?	
(iii) other long-term assets?	

(d)	To what extent are you committed to future expenditure? Do you anticipate that this can be met from income or will you need to realise assets?	
(e)	What was your total income according to your last accounts?	
(f)	Please indicate the amount received from :	
	(i) total donations, legacies and grants;	
	(ii) investments;	
	(iii) fees charged;	
	(iv) other sources	
(g)	According to the accounts what was	
	(i) your total expenditure	
	(ii) your expenditure on fundraising	
	(iii) your expenditure on other administration	
(h)	Do you expect your income and expenditure to remain at a broadly similar level during the current year? If not, why not?	

National Charity

If you are National Charity please supply details, on a separate sheet, on the structure of your organisation within the South West.

Outcomes Monitoring

If your application is successful the Clare Milne Trust will require a report 12 months from receipt of the grant indicating how many persons with a disability have been helped and how.

Data Protection

If you need to provide any personal data relating to any individual in connection with your application, we will keep it confidential to the Clare Milne Trust and we will not use or disclose it for any other purpose without your agreement

Next Steps

Do keep a copy of this application for your records and send the original to:

Mrs Karen Colborne
Secretary
Clare Milne Trust
1 The Sanctuary
Westminster
London SW1P 3JT

together with :

- (i) Covering letter on your letterhead.
- (ii) Detailed proposal (optional but no more than 2 sides of A4)
- (ii) Budget

If you have any queries regarding your application, please contact Karen Colborne or Lynne Boyer by telephone – 020 7222 5381 or sending an email to milnetrust@hotmail.co.uk