

# Grant application form

## Background

The Alan Boswell Group Charitable Trust will assess applications for grants as recommended by staff at the Alan Boswell Group.

## Application

The Trustees would like to ensure that the application and grant-making process is very transparent. To that end all grant applications need to be made using the standardised form. Further details and paperwork that the applicant feels is relevant to the application can be added.

All applications will be initially assessed by a sub-committee of the Trust who will review the grant against the grant making criteria which is namely:

- The Trustees wish to make grants to a wide range of organisations, which will ultimately result in the wider public benefiting. Trustees are particularly keen to help charitable causes in the locations which the Alan Boswell Group has a presence. Whilst not excluding large UK-wide charities, the Trust normally only makes grants to such organisations where there are strong relations in the primary area of benefit and the proposal has potential to achieve a substantial impact.
- As a registered charity, the Trust can only make grants to support activity which is charitable in law. Applicants don't need to be registered charities to apply, but the Trust will only make unrestricted grants to charities. Grants to any un-registered charity will be restricted for a specific charitable purpose.
- Grant requests which the Trustees will not normally support are:
  - Contributions to general appeals or circulars
  - Religious activities which are not for a wider public benefit.
  - Public bodies to carry out their statutory obligations.
  - Grant making by other – organisations.
  - Privately owned and profit distributing companies or limited liability partnerships.
- To ensure the Trust's resources are used solely to further its charitable objectives, and to ensure the Trust can report on the impact of grants, Trustees expect that all grants will have one to three measurable objectives agreed at the beginning of the funding period as part of the grant offer.
- There is no lower or upper limit on grants.

Recommendations will be made by the sub-committee to the Trustees on which grants they feel should be made. The sub-committee may also undertake due-diligence on the application. Trustees will have the ultimate say on whether applications are accepted or not.



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**CHARITABLE TRUST**

# Grant application form

## Part 1 - To be filled in by the charity

### Section 1

#### Contact Details

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Name of organisation:

Type of organisation:

Organisations address:

Charity registration  
number (if applicable):

### Section 2

#### Contact person

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Name:

Phone number:

Email:

Relationship to  
organisation (i.e.  
Trustee, volunteer):

### Section 3

#### About the organisation

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What does the  
organisation do?

Where does the  
organisation do most of  
its work?

Who are the main  
beneficiaries of the  
organisations work?

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## CHARITABLE TRUST

### Section 4

#### About this application

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What is being applied  
for? (£)

Describe what the grant  
is going to be used for:  
*150 words max.*

Why is this grant  
needed?  
*150 words max.*

How many people will  
directly benefit from  
this grant?

How much money is  
required in total for this  
grant?

Start date of project:

End date of project:

## CHARITABLE TRUST

Will the grant fully fund the project?

If not, what is the full cost of the project?

If not, how will the remainder be funded?

If the organisation is working with children, young people or vulnerable adults, do they have the appropriate policy in place?

Depending on the activities the organisation undertakes, is there necessary public liability insurance and qualifications?

If the organisation is proposing work on land or buildings do they own the land or building or have permission to undertake the work?:

**If successful payments are usually made via BACS. Bank details will be taken if a grant is awarded.**

### Part 2 - Grant impact reporting

It's important to us to understand the benefit of any grant, as such, we would like to know how and when you will provide feedback should your application be successful. Trustees will take into account the answer to this question when assessing this application. Any future applications will only be considered should the feedback received match what was promised.



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## CHARITABLE TRUST

### Part 3 - To be filled in by the ABG staff 'sponsor' (if applicable)

Name of staff member:

Any relationship to the organisation?

Please outline why you feel the Trust should accept the grant application:

*150 words max.*

Please send completed application forms to [trustrequests@alanboswell.com](mailto:trustrequests@alanboswell.com)