



Application for grant

Please find attached an application for grant form and guidance from the Duxford Advent Trust. The Trust is able to make grants to charitable and not-for-profit organisations within the parish of Duxford in accordance with its charitable objects. These are outlined in the guidance notes and can be found in full in the trust deed, which can be obtained from the Trustees or downloaded from www.duxadvent.com

Completed applications should be returned to the trustees, care of Libby Earle, at:
email: libby.earle@me.com
tel: 07976 235329

Your application should, if at all possible, be sent electronically, preferably as a pdf file with scanned attachments as necessary. Please email us duxadvent@rocketmail.com for an editable MS Word version of the application form; unfortunately we can't make this type of form available to download.

We will also accept hard copy applications if necessary.

Guidance notes for grant applicants



The Duxford Advent Trust deed allows the Trust to make grants

“to further or benefit the residents of the Parish of Duxford and the neighbourhood....to advance education and to provide facilities in the interests of social welfare for recreation leisure time occupation with the objective of improving the conditions of life for the residents” (copies of the trust deed can be downloaded at www.duxadvent.com)

When considering applications the Trustees will apply the following guidelines:

1. Applications will normally be invited annually in December and will be announced at the annual Parish Meeting, normally held in March.
2. Applications should be made for a specific purpose that is over and above the usual running costs of a group/organisation. This could, for example, be seed funding for a new project, the purchase of additional equipment or the provision of some special training.
3. The monies awarded against successful applications will remain available until 1 April the following year, or for grants made at any other time for one year from the date of grant. Monies unclaimed at that time will automatically lapse unless specific arrangements for a carry forward have been made.
4. Grants will not normally be granted in retrospect i.e. for costs already incurred.
5. Payments will normally be made against invoices or letters of acceptance of a quotation. The Trustees may waive these requirements in agreed circumstances.
6. The Trustees may, at their discretion, offer grants to organisations where a need is perceived in the absence of an application. Such grants shall be in accordance with paragraph 2.
7. The recipients of grants are required to provide a written report to the Trustees concerning the use of the grant within one year of award.
8. The Trustees may hold in reserve funds to cover the future running costs of fundraising events, such as the Advent Market, and/or as contingency for urgent requests.

Application for grant



Please complete and submit this form electronically (on a USB stick or by email), along with a signed hard copy.

Name of organisation:			
Name of representative applicant::			
Address:			Post code: <input type="text"/>
Telephone:			
Email:			
Website:	www.		
Overall value of project: Please give the total cost of the project/item for which you are seeking funding. If possible, give details of the item(s) you wish to purchase, such as a web page or quotation you have received.			£ <input type="text"/>
Purpose of grant: Give as much detail of the item or work you need help with, such as a web page or quotation you have received. Tell us how your project will benefit the community – for example: <ul style="list-style-type: none">• How many people will it benefit?• What age range? Append an additional sheet if needed.			
Financials	Accounts appended <input type="checkbox"/>		Bank statement appended <input type="checkbox"/>
Please provide a copy (preferably electronic) of your most recent bank statement(s) and accounts. If you have funds already available, please explain why you need additional monies in the form of the grant you have applied for. Please append an additional sheet if needed			
Name of payee:			
Details of previous grants:			
If your organisation has received previous grants from the Duxford Advent Trust, please indicate the amounts awarded and purpose of the grant:	Year:	Details:	
	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	

I hereby make application for a grant for the purpose described and confirm I have read and agree to the terms of award.

Signature:

Date:

Please return to the Trustees c/o:
Mrs E Earle
1 Temple Close, Duxford
Cambridge CB22 4PX

email: libby.earle@me.com

tel: 07976 235329

Grant recipient's report to the Trustees

Recipients of grants from the Duxford Advent Trust should provide a report to the Trustees about the use to which the grant has been put, and the benefit to the organisation, within one year of receiving the award.

When providing your report, please give as much detail as you can; it's fine to attach photos to show how your organisation is benefitting. Your report may be published in *Duxford Chatterbox* or on the Trust website.

Name of organisation:	
Year of award:	20
Purpose of grant:	
Amount awarded:	£
How did your organisation use the grant?	
How has the grant benefitted the organisation in its community purpose?	