

Received _____	Ref. No. _____
Ack'd _____	
Decision _____	£ _____ Date _____

**APPLICATION FOR GRANT AID FROM HORSHAM MATTERS COMMUNITY FUND**  
***Please read the Horsham Matters Grants Policy before completing this application.***

1. Name of organisation:  
Contact person:  
Position in organisation:  
Telephone number:  
E-mail:  
Address for correspondence:
  
2. Other people may wish to contact your group – can we pass on your details? YES/NO
3. Are you a registered charity? YES/NO If YES what is your charity number?
4. How many volunteers do you have?
5. Do you have paid staff? YES/NO If YES, how many?
6. Please tell us about your organisation.  
*You may answer these questions on a separate sheet if necessary.*
  - a. What do you hope to achieve?
  - b. Why do you need this grant?
  - c. What will this money be used for?
  - d. Who will benefit? (see criteria)
7. How many people will the project or work help?
8. What geographical area will it serve?
9. Are any other groups doing similar work locally? If so, have you talked to them and/or considered working with them?

**FOR NEW PROJECTS**

1. When does the project start?
2. What is the total cost of the project?
3. How much are you applying for? £
4. Is the application for a once-only cost? YES/NO
5. If you are applying for less than the full project costs, how will you find the remainder?

**FOR EXISTING PROJECTS**

1. When did the project start?
2. What are your annual running costs? £
3. How much are you applying for? £
4. Is the application for a once-only cost? YES/NO
5. Where do you receive funding from?
6. Please tell us who else you have applied to, and the results of other funding applications.
7. Have you received a grant from Horsham Matters before? YES/NO          When?
8. Is there any other information you wish to give?  
*You may send additional information with this form.*
9. Name of Group Account  
Account Number and Address of Bank:

**PLEASE ENCLOSE** copies of the following documents.

If you are unable to do so, please explain why

- a) Constitution / Rules
- b) The last annual report
- c) A budget *and/or* a breakdown of costs *and/or* two estimates or quotations
- d) Most recent accounts and a copy of latest bank statement
- e) Your child protection policy and proof of CRB checks, where appropriate

***Please ensure that all the questions have been answered and that this form is signed by at least 2 appropriate members of your group***

We agree that the information in this application is correct

**SIGNATURES:**

**Chairperson** \_\_\_\_\_ **Treasurer** \_\_\_\_\_

*Please print* \_\_\_\_\_ *Please print* \_\_\_\_\_

**Secretary** \_\_\_\_\_ **Date** \_\_\_\_\_

*Please print* \_\_\_\_\_

**PLEASE RETURN THIS FORM TO**

The Chief Executive, Horsham Matters Ltd, Micah House, Blatchford Road, Horsham, RH13 5QR  
Electronic copies to [chiefexec@horsham-matters.org.uk](mailto:chiefexec@horsham-matters.org.uk)