



St Monica Trust Community Fund Application Form for Organisations

Application for a grant in 2010

Please complete this form paying strict attention to the accompanying
Guidance Notes

1. Contact Details

Name:	
Position:	
Organisation:	
Address:	
Postcode:	
Phone number:	
Fax number:	
Email:	
Website:	

2. About your organisation

What is the aim of your organisation?			
Briefly describe your main activities:			
Which area(s) do you cover? (please tick all that apply)			
Bath & North East Somerset	<input type="checkbox"/>	South Gloucestershire	<input type="checkbox"/>
Bristol	<input type="checkbox"/>	Wiltshire	<input type="checkbox"/>
Gloucestershire	<input type="checkbox"/>	UK-wide	<input type="checkbox"/>
North Somerset	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>
Somerset	<input type="checkbox"/>		
How would you describe your organisation?			
Registered charity	<input type="checkbox"/>	Number:	
Self help group	<input type="checkbox"/>		
Branch of a national charity	<input type="checkbox"/>		
Other (please specify)	<input type="checkbox"/>		

3. About your request

3.1. Purpose

Please describe the work or item(s) you would like St Monica Trust to fund:

Please tell us the three key outcomes you expect from this work (bearing in mind our theme of 'Older People and Substance Misuse'):

1.

2.

3.

Please tell us how your project meets our additional criteria (refer to guidance notes) i.e. support services, information services, training;

How many people over the age of 55 will benefit?	
Does everyone who will benefit have a physical or sensory impairment or long-term physical health problem?	Yes / No
If you answer No, please give a breakdown of the different groups of people who will benefit. (For example, 35 people attend our centre; of these, 25 people are over 55 and have a mental health problem and 10 are under 55 and have a physical disability).	

3.2. Costs

What is the total cost of the work or item(s) you would like St Monica Trust to fund?	£
Please give a breakdown of this cost (on a full cost recovery basis):	
How much are you asking for from St Monica Trust?	£
When will you need this money?	
If you are not asking St Monica Trust for the full amount, how do you plan to raise the rest of the money needed?	

Please give details of any other funders you have also applied to for the same work or item(s):

If this is ongoing work, how will it be financed in the future?

4. **Additional information we need**

4.1. **Annual report**

Please send us a copy of your latest annual report.

4.2. **Financial information**

Please send us a copy of your latest accounts.

If not stated in your accounts, please advise us of your reserves policy.

Please inform us of any significant changes in income, expenditure or reserves since the accounts were prepared.

If you are seeking funding for a new area of work, which is not reflected in your accounts, please send us a copy of your proposed budget.

4.3. **Publicity**

Please send us a copy of any relevant leaflets which inform the general public / new users about your work.

5. **How did you hear about us?**

To help us spread awareness of our grants, please tell us how / where you heard about St Monica Trust Community Fund. Thank you.

6. **Signature of Applicant**

Signature:	
Position:	
Organisation:	
Date:	

Please return this application form by no later than 31st January 2010 to:
Kate Stobie, Community Fund Manager, St Monica Trust Community Fund,
Cote Lane, Westbury on Trym, Bristol BS9 3UN

Remember to include your annual report, accounts, publicity materials and any additional financial information.

We will acknowledge receipt of your application in writing. We may then contact you for further information. You will be notified of the outcome of your application in writing by 31st March 2010.

After you have submitted your application, please inform us of any relevant change to your application or organisation e.g. if you receive funding from another source. If you produce a more recent annual report and accounts in the time between sending us your application form and receiving the outcome, please send us a copy.