



APPLICATION FORM

N.B. The Foundation rarely makes grants over £2,000 to unsolicited applications. Applicants are strongly advised to contact us before making a formal application. Please visit our website www.elmley.org.uk for further information.

- *Please ensure that all sections of this application form are fully completed. It is not sufficient to say “see attached documents”.*
- *Please ensure that the form is signed by an appropriate officer of the organisation*
- *If you are an individual artist, please interpret the word “organisation” where relevant as applying to you.*

Name of organisation.....

Please summarise the purpose of the proposal, project, services or activities for which you are seeking funding.

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PART A

Information about your organisation

1. Name of contact person
2. Position in the organisation
3. Address for correspondence
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..... Postcode.....
4. Telephone number Fax Email
5. What is the legal status of your organisation? (more than one may apply)
 - ☐ Company limited by guarantee
 - ☐ Friendly Society
 - ☐ Registered charity
 - ☐ Housing association
 - ☐ Unincorporated association
 - ☐ Other - Please describe
6. If you have ticked 'Other' in question 5 do you have a formal constitution?
☐ Yes ☐ No
7. Briefly describe the aims, objectives and activities of your organisation.
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8. What is the geographical target area of your organisation's work?
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PART B

Information about the proposal, project, services or activities for which funding is sought

1. What are you expecting to achieve with this project?

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2. Who do you expect to benefit from the activities?

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3. What will the project do? Please describe the activities to be undertaken with the grant requested.

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4. Who will work on this project? What resources and materials will be needed?

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5. How will you know if the project is successful in achieving what it set out to do?

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6. What is the total cost of the project?

Artist's fees	£
Other fees	£
Hall/venue hire	£
Materials	£
Telephone, post etc	£
Publicity costs	£
Other (please list)	£
TOTAL	£

7. How will you raise the money?

		Secured/Pending?	Decision date?
Local Authority	£		
Other (list other grants)			
1.	£		
2.	£		
4.	£		
Sponsors	£		
Fundraising	£		
Contribution from reserves	£		
Earned income – tickets	£		
Other sales	£		
Fees	£		
Other (please list)			
1.	£		
2.	£		
3.	£		
The Elmley Foundation		----	----
TOTAL	£		

N.B. The figure for total income must equal the figure for total expenditure

8. What is the total annual income and expenditure of your organisation? Please use figures from your most recent annual accounts, or projected cash flow forecast if no annual accounts exist.

12 months covered by accounts or forecast from to

Income		Expenditure - <i>Principal Items</i>	
Government grants	£.....	£
Local authority grants	£.....	£
Donations from businesses	£.....	£
Grants from trusts	£.....	£
Fundraising	£.....	£
Fees, rents, sales, charges	£.....	£
National Lottery	£.....	£
Other sources	£.....	£
TOTAL INCOME	£.....	TOTAL EXPENDITURE	£

9. What reserves does your organisation hold?

Restricted funds £.....

Unrestricted funds £.....

Declaration

When you have completed the application please sign this declaration.

I am an authorised representative of

Name of organisation

To the best of my knowledge the information I have provided on this application form is correct. If the Elmley Foundation agrees to make a grant this will be used exclusively for the purposes described.

Signed Date

Position in organisation

Please enclose a copy of your Constitution and latest audited accounts.

Please return to:

The Elmley Foundation
West Aish
Morchard Bishop
Crediton
Devon EX17 6RX