

**Application Form:** please write clearly in black ink or type

Complete and return to:  
The Administrator  
PO Box 42  
Ledbury  
Herefordshire  
HR8 1WH  
Tel: 01531 633345  
www.joanistrust.org.uk

**1. Contact details**

Name of group -----

Name of contact -----

Position held in group -----

Contact address -----

-----

----- postcode -----

Telephone ----- daytime ----- evening

Is the address (tick in box)

Your group's office  Your home address  Other (please specify)

**2.**

Registered charity in England & Wales  **Registration no.**

Registered charity in Scotland  **Registration no.**

When was your group established? -----

You do not need a constitution, but must be able to satisfy us of your ability to maintain proper financial and administrative control:

Does the group have a constitution? Yes / No

How is your group run?

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What are the main activities of your group, or what services do you provide?

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**3. Please give details of your group's bank account:**

Account name -----

Account number ----- Bank sort code -----

The Trust only considers applications from organisations whose cheques are signed by at least two trustees. How many people have to sign each cheque from this account? -----

When should the grant be paid? -----

In what name should the cheque be made?

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**4. Tell us about your project**

When and where will the project take place? -----

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How have the beneficiaries been consulted? -----

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How many people will be involved in the project, what is their age group and how would you describe the people who will benefit? -----

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What local support do you have (eg. voluntary help, local authority, schools, partnership work, etc)? -----

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**5. Tell us how much money you need from the Joanies Trust for your project and give us a breakdown of what the money is for.**

Item / Activity	Amount
_____	£ _____
_____	£ _____
_____	£ _____
_____	£ _____
_____	£ _____
_____	£ _____
_____	£ _____
_____	£ _____
_____	£ _____
_____	£ _____
_____	£ _____
_____	£ _____

Total amount requested from the Joanies Trust

Is this the total cost of the project? If not, how much is it?

Please tell us how you intend to cover the costs of the whole project. Please specify all sources, and whether they are confirmed (c) or pending (p).

Please describe any contribution you are making towards this project. This includes any "in kind" contribution.

**6. Your signature.** This must be the signature of the main contact.

I confirm that all the information in this application form is true and correct. I understand that you may ask for information at any stage of the application process.

Signed ----- Date -----

**7. Independent Referee's statement:**

*The referee must **not** be a member of your group, but needs to be someone who knows your group and can talk about it.*

Name -----

Occupation / status -----

Organisation (if applicable) -----

Address -----

-----

----- Telephone -----

How do you know this group?
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I have read this application and support the request for funding. I am willing to be contacted to discuss this application further.

Signature ----- Date -----

**8. Checklist** (please tick)

- We have answered all questions on the form
- The main contact named in section 1 has signed section 6
- The independent referee has signed section 7
- We have enclosed a copy of our most recent **Annual Accounts** or (if you are a new group) a statement of Income and Expenditure for the first year, signed and dated.
- We have made a copy of this application to keep for our reference