



## **Grant Provision for Individuals Terms and Conditions**

***(Please read prior to completing the grant application form)***

1. To be eligible applicants must live in the Borough of Newcastle-under-Lyme.
2. Funding requests must be submitted on the standard Barracks Trust Application Form.
3. Only one grant will be paid to an individual in any one financial year.
4. Funds have to be spent within twelve months of the grant being allocated
5. Grant awards cannot be made to fund projects retrospectively (i.e. after the event).
6. Successful applicants will be required to return a Monitoring Form and provide evidence that the grant has been used for the purpose for which it was awarded. Failure to return the Monitoring Form and supporting evidence will disqualify future applications from being processed.
7. No variations to the grant expenditure can be made without signed agreement from the Barracks Trust.
8. Applicants may acknowledge the grant in any media coverage. The Barracks Trust may also make reference to grants awarded in publicity material, including the website.
9. The Barracks Trust reserves the right to withhold a grant, or to require repayment within 28 days of completion of the project, if false information was supplied to the Barracks Trust deliberately; or that the project undertaken was not the one for which the grant was approved; or the grant was not spent on the items for which it was awarded.
10. The Barracks Trust reserves the right to add additional conditions to an individual grant to take account of particular circumstances. These will be detailed in the grant offer letter.
11. The Barracks Trust may contact applicants for further information or clarification. Requests for additional information must be received within the time stated, otherwise the application will not be considered.



# The Barracks Trust

## Grant Application Form

***(Please read the criteria and guidelines before completing this form)***

<b>Personal Details</b>			
Name of Applicant:			
Address:			
Postcode:			
Telephone (inc. mobile):			
Email:			
<b>Bank Account Details</b>			
Do you have a bank account Yes / No			
Name and address of Bank/Building Society:			
Title of Account:			
Account Number:		Sort Code:	
<b>Please include details below if you are completing the form on behalf of the applicant</b>			
Name:			
Relationship to applicant:			
Address (if different from above):			
Please indicate address to be used for correspondence	Applicant's address		Representative's address

## The Project / Event

Project Title:

Please describe the project, event or service for which the grant is being sought. Please also clearly set out the specific project aims:

*(You may attach this as a separate sheet, no more than 400 words please.)*

Project start date:

How long will the project last:

## The Budget

Please provide a detailed budget breakdown for the whole of your project

### COSTS

**Revenue Expenditure:**

Operational Activity Costs

£

Office/Overheads/Premises Costs

£

Publicity Costs -

£

Other -

£

£

£

**Capital Expenditure:**

Equipment Costs -

£

Other -

£

£

£

Total

£

### INCOME AND FUNDING

Please list funding from other sources, specifying whether they are 'confirmed' or 'unconfirmed' (Such as Lottery, Public Funding, Ticket Sales, Grants (local and national)).

*Please only list funding relating to this Project.*

Amount

£

£

£

£

Totals

£

### TOTALS

Total cost

£

Own resources to be used

£

Other funding to be used (bids made or already confirmed)

£

Amount requested from The Barracks Trust

£

Will you be providing any non-financial contribution e.g. volunteer time? If so please provide a brief description.

<b>The Barracks Trust</b>	
Have you received funding from The Barracks Trust previously?	Yes / No
If 'Yes' when did you last receive a grant?	
Finally, how did you find out about The Barracks Trust grant-giving scheme?	

<b>Documentation Checklist</b>		
Please enclose appropriate supporting documentation, indicating which documents are enclosed:		
	Yes	No
Evidence of the actual costs of the things e.g. estimates/quotations.		
Additional supporting information and documents (please specify).		

<b>Declaration</b>	
Please read and sign the following grant acceptance declaration:	
I declare that:	
<ul style="list-style-type: none"> <li>• The information in this application form is accurate to the best of my knowledge.</li> <li>• I have read the Terms and Conditions and agree to abide by these.</li> <li>• I am authorised to sign this application.</li> <li>• Any grant made by the Barracks Trust will be repaid if the grant is not used for the purpose for which the grant was given.</li> <li>• I will spend any grant funding from The Barracks Trust on the items/services as outlined in this application.</li> <li>• I will complete and return the grant evaluation document at the end of the project.</li> </ul>	
<b>Name</b>	
<b>Date</b>	
<b>Signature</b>	

**Please return completed applications to:**

**The Barracks Trust  
c/o 50 Mount Pleasant  
Newcastle-under-Lyme  
Staffordshire  
ST5 1DP**

**Or by email to [info@barrackstrust.org.uk](mailto:info@barrackstrust.org.uk)**