



Grant Provision for Organisations Terms and Conditions

(Please read prior to completing the grant application form)

1. Grants will be available to community groups, residents' groups, voluntary organisations, charities and social enterprises based, working in, or providing services for, residents of Newcastle-under-Lyme.
2. Funding requests must be submitted on the standard Barracks Trust Application Form.
3. Organisations receiving grant awards will have to have a bank or building society account with a minimum of two signatories. Applicants will also be required to provide a copy of their most recent statement of accounts with their application.
4. Only one grant will be paid to an organisation in any one financial year.
5. Funds have to be spent within twelve months of the grant being allocated
6. Grants can fund both revenue (on-going, e.g. rental, staff) and capital (one-off, e.g. equipment) expenditure. However, funding for revenue costs such as rent or insurance in one financial year will not ensure that such support is awarded in the following year, and applicants would be expected to demonstrate that they have considered (and preferably secured) such future revenue funding, should it be necessary, and in the case of capital grants, that they have considered any maintenance costs.
7. Grant awards cannot be made to fund projects retrospectively (i.e. after the event).
8. 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.
9. No variations to the grant expenditure can be made without signed agreement from the Barracks Trust.
10. 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.
11. The Barracks Trust reserves the right to withhold a grant, or to require repayment, 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.
12. 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.
13. 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)

Organisation Details			
Name of Organisation:			
Name of Contact:			
Position in Organisation:			
Address:			
Postcode:			
Telephone (inc. mobile):			
Email:			
Website (if applicable):			
Contact Person's address (if different from above):			
Please indicate address to be used for correspondence	Organisation's address		Contact person's address
Do you have a governing document/ constitution?	Yes / No?	<i>(If yes please submit a copy with this application)</i>	
Number of members		Subscription rate	£
Number of employed staff		Number of Volunteers	
What geographical area does your organisation cover?			
Bank Account Details			
Please confirm that your organisation has a bank account Yes / No			
Name and address of Bank/Building Society:			
Title of Account:			
Account Number:		Sort Code:	

The Project / Event

Project Title:

Project Aims

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.)

Please estimate the number of people the project, event or service will benefit.

What percentage of the above live in the borough of Newcastle-under-Lyme?

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:

Staff and Voluntary Costs

£

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.

The Barracks Trust

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?

Documentation Checklist

Please enclose appropriate supporting documentation, indicating which documents are enclosed:

	Yes	No	N/A
Constitution.			
Latest Accounts or bank statement.			
Evidence of the actual costs of the things e.g. estimates/quotations.			
Additional supporting information and documents (please specify).			

Declaration

Please read and sign the following grant acceptance declaration:

I apply for funding on behalf of the organisation and I declare that:

- The information in this application form is accurate to the best of my knowledge.
- I have read the Terms and Conditions and we agree to abide by these.
- I am authorised to sign this application on behalf of the organisation
- 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.
- We will spend any grant funding from The Barracks Trust on the items/services as outlined in our application.
- We will complete and return the grant evaluation document at the end of the project.

Name

Position

Organisation

Date

Signature

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