

## THE UNDERWOOD TRUST GRANT APPLICATION FORM

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- Please ensure that you complete all parts of this form.
- Please ensure that an appropriate officer of the organisation signs the form.

### Part A General information

A1. Name of Charity

A2. Address for correspondence  
(please include your full  
postcode)

A3. Telephone number

A4. What is the legal status of  
your organisation?

- Registered charity  
 Registration pending  
 Other, please explain

Registration number

  

A5. Summarise the purpose of  
your application in no more  
than 25 words

A6. Explain how this matches one or more of our stated priorities

A7. Amount requested from the Trust

£ (If you are requesting a grant to be paid over more than one year, please put the total grant amount here)

A8. If you are seeking funds towards the cost of a larger project, what is the total cost of the project

£ (If you are requesting a grant to be paid over more than one year, please put the total project cost for all of the years)

A9. Where do the grant beneficiaries live?

A10. Name of contact person

A11. Position in the organisation

A12. Email address

## Part B About your organisation

B1. In which year did your organisation start?

B2. Does it have a formal constitution?

yes  no

B3. Briefly describe the aims, objectives and activities of your organisation

## Part C Your application

C1. Are you applying for a grant towards your organisation's long-term core (revenue) costs or towards the costs of a specific project?

Long-term core  Project

C2. What will a grant from The Underwood Trust pay for? (Describe the activities to be undertaken with the grant requested.)

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C3. What evidence do you have that this is needed?

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# Part D Financial information

D1. If you are seeking funds towards the cost of a larger project, please provide details of the total cost of the activity:

|  | Year 1. | Year 2.<br>(if applicable) | Year 3.<br>(if applicable) |
|--|---------|----------------------------|----------------------------|
| Capital (equipment, premises etc.)     | £       | £                          | £                          |
| Revenue (running costs, salaries etc.) | £       | £                          | £                          |
| Total                                  | £       | £                          | £                          |

How much has been raised so far? 

|   |   |   |
|---|---|---|
| £ | £ | £ |
|---|---|---|

D2. What other applications for funding have been made?

D3. What is the total annual income and expenditure of your organisation? Please use figures from your most recent annual accounts.

12 months covered by accounts from  To

Total income £  Total expenditure £

D4. What funds does your organisation hold?

Restricted funds £  Unrestricted funds £

D5. Please could you provide the following bank details: Bank, Account name, account number & sort code

# Declaration

When you have completed this application please sign this declaration. All applications should be sent by post or email to:

Michele Judge  
Manager  
The Underwood Trust  
Ground Floor  
20 York Street  
London W1U 6PU  
michelej@taylorclark.co.uk

I ..... am an authorised representative of

Name of organisation.....

To the best of my knowledge the information provided is correct.

If The Underwood Trust agrees to make a grant this will be used exclusively for the purposes described in this application.

Signed ..... Date .....

Position in organisation.....

# Checklist

Please ensure that:

- you have answered all the questions and signed the declaration
- you have enclosed a copy of your latest annual report and accounts

Please send this application by post or email.