

MRS D M FRANCE-HAYHURST FOUNDATION

(Registered Charity Number 1160394 and Registered Company Number 09347790)

Application Form

Please return this form, with a copy of your **most recent set of accounts and annual report** to:

Mrs DM France-Hayhurst Foundation, c/o Penelope Byatt, Charles Russell Speechlys LLP
Compass House, Lypiatt Road, Cheltenham, Gloucestershire, GL50 2QJ

Please type or write clearly in black ink and complete all the sections which are relevant to your project.

Summary of application

Name of Charity.....

Registered Charity Number.....

Address.....

.....Postcode.....

Telephone..... Fax.....

Email..... Website

Contact..... Job Title.....

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|---|
| Total sum applied for from the Trust £ |
|---|

Brief overview of the project outlined in the application / purpose for which the grant is sought

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Section 1: About your charity

1.1. Are you part of a wider organisation e.g. national charity?

Yes Please describe where your charity is based

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No

1.2. How long has your charity been in existence?

Under 2 years

2-5 years

6 - 10 years

Over 10 years

1.3. What are the overall aims of your charity?

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1.4. Has your charity received funding from the Mrs DM France-Hayhurst Charitable Trust or Mrs D M France-Hayhurst Foundation before?

Yes Please give details.

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No

Section 2: About your project - general Information

2.1 Project Name

.....

2.2. What geographical area will it cover?

2.5. How many staff will work on the project? (please indicate full/part ime)

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2.6 Proposed project start date.....

2.7 Expected length of project

2.8. Will the project involve volunteers?

Yes How many?

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No

2.9 Is this project a new initiative?

Yes

No

If no, how was it funded previously?

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Section 3: Information about your project

3.1 Please outline the main aims of the project

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3.2 Please outline the main activities during the project, and how it will further your charity's charitable purposes.

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3.3 Please explain how you plan to monitor and evaluate the success of your project.

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Section 4: Financial information about your project.

4.1 What is the total amount of money needed to carry out the project?

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4.2 What will happen to funds donated for the project if insufficient funds are raised to implement the project?

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4.3 Have you raised any money so far?

Yes How much

No

4.3 Would Mrs D M France-Hayhurst Foundation be the main/sole funder?

Yes

No Other funders

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4.5 Please list the different elements involved in order of priority and indicate the money you are asking for from the Mrs DM France-Hayhurst Foundation

Project item

Amount requested

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4.6 What consideration has been given to the sustainability of the project?

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Section 6. Financial information about your charity

6.1 Does the information below refer to your last financial year/the past 12 months?

Last financial year

Past 12 months

6.2 What is your total income?

6.3 How much of your annual income comes from

Government/local authority grants.....

Fund raising events

Other charitable trusts

Subscriptions

6.4 What is your total expenditure?

6.5 What percentage of your total expenditure goes on

• Salaries

• Overheads

• Other expenditure

6.6 What is your surplus/deficit (+ or -)

6.7 How much cash do you have in the bank ?

Section 7: Declaration to be signed by all applicants

I (name)

.....

am an authorised representative of (name of charity)

.....

and to the best of my knowledge all the information I have provided in this application form is correct. I understand there is no appeal system, should this application be unsuccessful.

Signed **Date**

Please remember to enclose your most recent annual report and accounts. If you are part of a wider organisation, please attach relevant details.

PLEASE NOTE that this form should be returned to:

Mrs DM France-Hayhurst Foundation,

c/o Penelope Byatt,

Charles Russell Speechlys LLP,

Compass House,

Lypiatt Road,

Cheltenham,

Gloucestershire,

GL50 2QJ

Alternatively you may e-mail the form to us

e-mail: penelope.byatt@crsblaw.com