



## The Wakeham Trust - Grant Application Form

1. Please print off this form and fill in every box you can.  
Those marked with a \* are necessary for processing your application, so you must fill them in.
2. If you cannot complete the remaining boxes, we will still accept your application, although successful applicants will need to provide this information eventually.
3. If you are unsure what to put in each box, there are notes at the bottom of the form to help you.
4. Once you have filled in the form, you can send it to us at:

**The Wakeham Trust  
Wakeham House  
Rogate  
Petersfield  
Hants  
GU31 5EJ**

If you have any questions, PLEASE TELEPHONE US on **01730 821748** or email us at [enquiries@wakehamtrust.org](mailto:enquiries@wakehamtrust.org)

*We want to make it as easy as possible to apply to us!*

## 1. Your details

Please give a contact name, address, telephone number and (if possible) email address. This is the person whom we will write to while we handle your application. Please give your details in full, including your postcode and daytime telephone number.

Title\* Mr / Mrs / Miss / Ms / Dr / Rev

First Name\* \_\_\_\_\_

Surname\* \_\_\_\_\_

Street Address\* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Town/City\* \_\_\_\_\_

County \_\_\_\_\_

Postcode\* \_\_\_\_\_

Country\* \_\_\_\_\_

Telephone No.\* \_\_\_\_\_

Fax Number \_\_\_\_\_

Alternative /  
Mobile Number \_\_\_\_\_

Email \_\_\_\_\_

## 2. Project Details

Please give the name of your project, or the name of the organisation or group proposing the project, if it is different from the contact person (since people move, but projects go on!). Please give the contact details in full, including postcode and daytime telephone number.

Project Name\* \_\_\_\_\_

The project contact details are (please tick one):

- The same as my contact details
- The same as the charity contact details
- Details are below

Street Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Town/City \_\_\_\_\_

County \_\_\_\_\_

Postcode \_\_\_\_\_

Country \_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax Number \_\_\_\_\_

Email \_\_\_\_\_

### 3. Charity to Receive Grant

If your organisation is a U.K. registered charity, please give its full name, address, telephone number and charity number. If your organisation is not a registered charity, we cannot make grants directly to it (we could lose our own tax protection status). However, we can usually get round this by making a grant to a registered charity in your area, which then passes the money directly on to your project.

If you can't find a suitable local charity, you can try your Parochial Church Council, or a local Council for Voluntary Service who will probably accept a cheque on your behalf. The reference section of your local library or the Citizens' Advice Bureau will help you find the name of the person to contact. Please do not submit applications without a charity number unless you absolutely have to.

Name of charity \_\_\_\_\_

Charity No. \_\_\_\_\_

The charity contact details are (please tick one):

- The same as my contact details
- The same as the project contact details
- Details are below

Street Address \_\_\_\_\_

Town/City \_\_\_\_\_

County \_\_\_\_\_

Postcode \_\_\_\_\_

Country \_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax Number \_\_\_\_\_

Email \_\_\_\_\_

#### **4. About the Project**

Please describe what the aims of your project are, and how it will be organised. Explain why the project will make a difference to your area. Make us understand why it is important. We need to know what you are doing, why you are doing it, how it is organised. Tell us how the project will be publicised, how those to be helped will be reached, who will be acting as volunteers or organisers, how the project will be managed, what popular support the project has in the area, what other activity can be built up using your project as a base. Give an indication of why the project is good value for money.

You do not have to write much (700 words maximum). But please be as concrete and practical as possible. Vague statements of intent, and formal constitutions, are not much help to us.

Finally, if possible, please also describe how the project will become financially self-supporting (or give some indication of its likely life, if it is not intended to last for a long time).

Please include details of any fundraising activity already undertaken, and planned. We like to see evidence that projects have already attempted to raise some funds themselves, even if the amounts are small.

Please specify the amount of money requested. We usually give between £75 and £750 on each occasion; requests for larger amounts are almost always beyond our means. We rarely support the same project twice, although we are interested in hearing about new, relevant projects set up by organisations we have supported in the past.

Grant Requested (£):

Please give details, as precisely as possible, of what the grant will be spend on:

## 5. For our records...

If you have any additional information, for example press clippings or photographs, please do send them to us in support of your application. Please do not send originals, though, as we cannot return them. Photocopies are fine.

Please indicate if you have received a grant from the Wakeham Trust before. This will not affect your application in any way; it simply helps us with our record keeping.

We may like to publish details of your project on the Community Space of our website, for the benefit of other people who may be running or setting up similar projects. Please indicate if you do not want your project details published.

Please tick the boxes if...

- You are enclosing supporting information with this application form
- You have previously received a grant from the Wakeham Trust
- You do NOT want us to publish information about your project on our website

Please tick the two categories that your project best fits into...

- Summer Play Schemes
- Other Play Schemes
- Youth Clubs
- Community Arts
- Community Service by Young People
- Adult Volunteering Schemes
- Advice Schemes
- Education (Schools)
- Education (Universities)
- Education (Other)
- Health
- Housing
- Crime and Rehabilitation
- Neighbourhood Associations
- Old People
- Overseas Development
- Other

*Thank you for applying to The Wakeham Trust. We will deal with your application as quickly as possible.*