



# APPLICATION FORM

*N.B. The Foundation rarely makes grants over £2,000 to unsolicited applications. Applicants are strongly advised to contact us before making a formal application. Please visit our website [www.elmley.org.uk](http://www.elmley.org.uk) for further information.*

- Please ensure that all sections of this application form are fully completed. It is not sufficient to say “see attached documents”.*
- Please ensure that the form is signed by an appropriate officer of the organisation*
- If you are an individual artist, please interpret the word “organisation” where relevant as applying to you.*

Name of organisation.....

Please summarise the purpose of the proposal, project, services or activities for which you are seeking funding.

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**PART A**

*Information about your organisation*

1. Name of contact person .....
2. Position in the organisation .....
3. Address for correspondence .....  
.....  
..... Postcode.....
4. Telephone number ..... Fax ..... Email .....
5. What is the legal status of your organisation? (more than one may apply)
  - Company limited by guarantee
  - Friendly Society
  - Registered charity
  - Housing association
  - Unincorporated association
  - Other - Please describe ..........
6. If you have ticked 'Other' in question 5 do you have a formal constitution?  
 Yes       No
7. Briefly describe the aims, objectives and activities of your organisation.  
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.....  
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.....
8. What is the geographical target area of your organisation's work?  
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**PART B**

*Information about the proposal, project, services or activities for which funding is sought*

1. What are you expecting to achieve with this project?

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2. Who do you expect to benefit from the activities?

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3. What will the project do? Please describe the activities to be undertaken with the grant requested.

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4. Who will work on this project? What resources and materials will be needed?

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5. How will you know if the project is successful in achieving what it set out to do?

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6. What is the total cost of the project?

Artist's fees	£ .....
Other fees	£ .....
Hall/venue hire	£ .....
Materials	£ .....
Telephone, post etc	£ .....
Publicity costs	£ .....
Other (please list)	£ .....
<b>TOTAL</b>	£ .....

7. How much of this has been secured so far?

Government grants	£ .....
Local authority grants	£ .....
Donations from business	£ .....
Grants from trusts	£ .....
Fundraising	£ .....
Fees, rents, sales, charges	£ .....
National Lottery	£ .....
Arts Council England	£ .....
Other sources	£ .....
<b>TOTAL</b>	£ .....

***N.B. The totals of 7, 8 and 9 should equal the total in 6.***

8. What other applications for funding have you made?

..... £.....  
 ..... £.....  
 ..... £.....  
 ..... £.....

9. How much are you requesting from the Elmley Foundation? £ .....

10. On what do you intend to spend this sum?

.....  
 .....  
 .....  
 .....

11. What is the total annual income and expenditure of your organisation? Please use figures from your most recent annual accounts, or projected cash flow forecast if no annual accounts exist.

12 months covered by accounts or forecast from ..... to .....

<b>Income</b>		<b>Expenditure - <i>Principal Items</i></b>	
Government grants	£.....	.....	£ .....
Local authority grants	£.....	.....	£ .....
Donations from businesses	£.....	.....	£ .....
Grants from trusts	£.....	.....	£ .....
Fundraising	£.....	.....	£ .....
Fees, rents, sales, charges	£.....	.....	£ .....
National Lottery	£.....	.....	£ .....
Other sources	£.....	.....	£ .....
<b>TOTAL INCOME</b>	<b>£.....</b>	<b>TOTAL EXPENDITURE</b>	<b>£ .....</b>

12. What reserves does your organisation hold?

Restricted funds                      £.....  
Unrestricted funds                    £.....

## Declaration

When you have completed the application please sign this declaration.

I ..... am an authorised representative of

Name of organisation .....

To the best of my knowledge the information I have provided on this application form is correct. If the Elmley Foundation agrees to make a grant this will be used exclusively for the purposes described.

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

Position in organisation .....

*Please return to:*

The Elmley Foundation  
West Aish  
Morchard Bishop  
Crediton  
Devon EX17 6RX