

### Step 7: Advise us of your organisations finances

What is the organisation's annual income?

What are its annual outgoings?

What level of reserves does it hold at present?

You must provide a copy of your latest annual accounts.

If your organisation were successful in obtaining a grant from the Foundation to whom should our cheque be made payable to? (no more than 30 characters, including spaces)

If your organisation were successful in obtaining a grant would you be willing for the Foundation to promote your organisation and its grant?

Yes  No

Would you be interested in knowing more about the benefits of registering with the Foundation in respect of the appointment of one of the Foundation's eight Nominated Governors?

Yes  No

### Step 8: Declaration

I confirm that, to the best of my knowledge and belief, all the information in this application form and any supporting documentation is true and correct. I understand that you may ask for additional information at any stage of the application process.

Signed

Date

Print Name

Office Held

### Step 9: Have you completed the following?

Please ensure the application form has been completed in full

Check you have signed the application form

When applying for equipment costs, include copies of quotations from suppliers

Include a copy of your latest annual accounts

Attach any additional documentation which may support your application

### Step 10: Send us your completed application!

Please send your application to:

Sarah Crombie, Grants Manager,  
Letchworth Garden City Heritage Foundation,  
Suite 401, Spirella Building, Bridge Road, LETCHWORTH GARDEN CITY,  
Hertfordshire, SG6 4ET.  
Tel 01462 476054  
email [grants@lgchf.com](mailto:grants@lgchf.com)



# Community Grants Application Form



# Grant Application Form

Please ensure all sections are answered in full. Failure to complete sections of the application form may result in a delay to your application. PLEASE COMPLETE IN BLOCK CAPITALS

## Step 1: About You

Name of applicant / contact

Position held within the organisation

Contact address and postcode

Your daytime telephone number

Your mobile telephone number

May we contact you by email? (please tick) Yes  No

If yes, what is your email address

## Step 2: Tell us about your organisation

Name of club, society or organisation

Does it have legal status? (please tick) Yes  No

If yes, what is its legal status? registered charity  company limited by guarantee

What is its purpose?

Where is it based / where does it normally meet?

How often does it meet?

What is the current annual membership charge?

How many members do you have at present?

What is the age range of your members?

How many members live in Letchworth Garden City?

## Step 3: If you are planning an event, tell us more...

The date of the event

The venue

How many members will attend the event?

How many of these attendees live in Letchworth Garden City?

How will the event be promoted / advertised?

## Step 4: About your project

Please give us a brief description of the elements and benefits of the project (continue on a separate sheet if necessary).

## Step 5: If you are looking to purchase equipment, tell us more...

From whom / where you are looking to purchase?

What alternative offerings and prices you have considered?

## Step 6: How much is the project going to cost?

What is the total cost of the project? (Giving an itemised breakdown).

How much have you raised towards it so far and how?

Have you applied to any other organisations for financial assistance? (please tick) Yes  No

If yes, which organisations have you approached, how much for and when do you hope to hear about the outcome of your application?

What level of grant would you like us to consider?