

## Funding Application Form

This form must be used by any Individual or Organisation wishing to apply to Chearsley Village Trust for a grant towards the cost of a planned or ongoing Project or Activity.

Further copies of the form are available [here](#) or from:

Margaret Morbey  
Chearsley Village Trust Secretary  
The Old Vicarage, Chearsley, Bucks HP18 0BS  
[villagetrust@chearsley.com](mailto:villagetrust@chearsley.com)

The form cannot be submitted directly on the Trust website. It is recommended that a local copy is made before the form is completed.

Once completed, the form can be:

Printed, signed and posted to the Trust Secretary, or  
Printed, signed, scanned and emailed to the Trust Secretary, or  
Completed electronically and emailed to the Trust Secretary

Closing dates for applications is one week prior to the next Trust meeting.  
Trust meeting dates are published on the Trust website

All decisions of the Trust will be made strictly in accordance with the Trust Deed, a copy of which is available [here](#), or by application to the Trust Secretary. Note that the wording in Section 2 of the form is a short-hand version of the full Trust Deed wording.

# Guidance Notes on Completing the Form

## 1 Beneficiary

The **Beneficiary** is the person or Organisation that **will receive the Trust grant**.

The **Applicant** is the person **filling in the form**.

The Applicant may be the Beneficiary or someone acting for the Beneficiary.

If the Beneficiary is an Organisation the Applicant will be a representative of the Organisation.

### 1.1 Beneficiary Details

The name and current address of the Beneficiary must be provided.

A phone number and email address should be provided if possible.

If the Beneficiary is an Organisation, use the address at which most of its regular meetings are held.

### 1.2 Applicant Details

If the Applicant is the Beneficiary, these boxes may be left blank.

If not, all boxes must be completed. This includes ticking the box confirming that the applicant is authorised to act on behalf of the Beneficiary

## 2 How does the Beneficiary qualify for assistance from the Trust?

This Section is to demonstrate how the conditions required to qualify for a Trust grant are met. The Qualifications listed on the form are a short-hand version of the those in the Trust Deed.

The Trust Deed wording will be used by the Trust in making decisions.

### 2.1 Qualification Criteria?

Tick only one of the boxes.

### 2.2 Qualifying Activities?

At least one box must be ticked, but tick as many as apply

### 2.3 Further Qualification Information

If the Beneficiary is either a Resident of Chearsley or an Organisation based in Chearsley there is no need to fill in this box. In all other cases, please add some notes explaining how the Beneficiary qualifies.

## 3 Why is the Beneficiary asking for assistance from the Trust?

Provide a short statement describing why the Beneficiary is applying for a Trust grant. More detail can be provided in Section 5 if required.

## 4 Finance

### 4.1 How much is the Beneficiary asking for?

Insert the amount being requested. As a guide, the Trust will rarely pay more than half the total cost of a project/activity, and to ensure fairness all round, it is likely that most grants will be no more than £100.

### 4.2 What is the total cost of the activity or project?

Insert the total cost of the project/activity concerned. For an Organisation seeking help to supplement limited regular funds, please identify a specific activity on which to base your application.

### 4.3 What other income/grants has the Beneficiary secured or applied for towards the total cost?

Provide all available information on other grants obtained or likely to be sought to help pay for the project/activity

## 5 Other Information

Use this section to provide any other relevant information or expand on other answers.

## 6 Signature

If possible, print and sign the form before submission. If it is being completed electronically it is acceptable to tick the check box.



Please refer to the Guidance Notes when completing this form

## Section 1. Beneficiary

### 1.1 Beneficiary Details

Name:

Address:

Telephone:

Email:

### 1.2 Applicant Details

Name:

Address:

Telephone:

Email:

I am authorised by the Beneficiary to make this application on their behalf

## Section 2. How does the Beneficiary qualify for assistance from the Trust?

### 2.1 Qualification Criteria?

Person who lives in Chearsley

Person with a secondary address in Chearsley

Under 21 living away but family lives in Chearsley

Other

Organisation based in Chearsley

Organisation that benefits Chearsley Residents

### 2.2 Qualifying Activities? (Tick all that apply)

Citizenship or Community development

Arts, Culture, Heritage or Science

Amateur Sport

Environmental Protection

Helping those in need

### 2.3 Further Qualification Information

## Section 3. Why is the Beneficiary asking for assistance from the Trust?

## Section 4. Finance

### 4.1 How much is the Beneficiary asking for?

£

### 4.2 What is the total cost of the activity or project?

£

### 4.3 What other income/grants has the Beneficiary secured or applied for towards the total cost?

## Section 5. Other Information

Use this page to expand on any of the answers given above, and/or to add further information that you think will help us understand why the Beneficiary needs assistance from the Trust. Include dates if relevant.

Start/end dates of project/activity

Date funds required

Date funding decision required by

## Section 6. Signature

I believe all the information provided to be true and complete.

I agree that if an award is made the Beneficiary name, details of project/activity and amount of the award may be published by the Chearsley Village Trust.

(Please sign or tick the check box to confirm).