*Please complete this form, either by typing in the boxes (which will expand) or by hand.* *Please do not expand the form beyond 3 sides.*

*Send the completed form along with a short covering letter telling us more about your project (do not duplicate information you have provided in the form) by email to* *thecoletrust@gmail.com* *or by post to Lise Jackson, PO Box 955, Haslingfield, Cambridge CB23 1WX.*

*Also include your latest annual accounts (unless they are already on the Charity Commission website).*

*Please tick to confirm that you have read the eligibility requirements on the website:* [ ]

**Charity name, address and postcode:** Click here to enter text.

**Address for correspondence, if different from above:** Click here to enter text.

**Charity website address:** Click here to enter text.

**Charity Registration Number:** Click here to enter text. **When was the charity founded?** Click here to enter text.

**What kind of charity are you (national or local)?** Choose an item.

**Briefly describe your charity (in one sentence):** Click here to enter text.

**Why are you asking for a grant? Is it to fund existing work, develop existing work or fund a new project?**

Click here to enter text.

**Address and postcode of project, if different from above:**

Click here to enter text.

**What does the project for which you are applying seek to do?**

Click here to enter text.

**How will your project deliver what you seek to do?**

Click here to enter text.

**What group of people will your project help? Tell us about your clients.**

Click here to enter text.

**How many people benefit from your project in an average week?**  Click here to enter text.

**How is the charity managed? Give brief details of the qualifications and expertise of one or two of the key people involved.**

Click here to enter text.

**How many people are involved in the Charity's work?**

**Full time staff:** Click here to enter text.

**Part time staff:** Click here to enter text.

**Volunteers:** Click here to enter text.

**Total volunteer hours per month, if available:** Click here to enter text

**Please tick to confirm you have a safeguarding policy:** [ ]  **Date of last review:** Click here to enter text.

**Have you approached the Cole Charitable Trust within the last 5 years? Please give details including the date and amount of your most recent grant.**

Click here to enter text.

**How much do you hope to raise from Charitable Trusts this year - and where do you expect the funding to come from?**

Click here to enter text.

**How much do you hope to raise from the Cole Charitable Trust specifically?** Click here to enter text.

**Your charity accounts**

**What is the end date for your latest audited accounts?** Click here to enter text.

**Take this information from your latest accounts (your Total Income should match the Total Income in your Annual Accounts). Add in detail if you wish.**

**Income Analysis (from all sources)**

|  |  |
| --- | --- |
| **Earned Income** | Click here to enter text. |
| **Investment Income** | Click here to enter text. |
| **Local Authority Grants** | Click here to enter text. |
| **NHS Grants** | Click here to enter text. |
| **National Government Grants** | Click here to enter text. |
| **Big Lottery** | Click here to enter text. |
| **Grants from Charitable Trusts** | Click here to enter text. |
| **Other Grants** | Click here to enter text. |
| **All Other Income** | Click here to enter text. |
| **Total Income for the year (as shown in your Accounts)** | Click here to enter text. |
|  |  |
| **Expenditure** |  |
| **Staff Expenditure** | Click here to enter text. |
| **All Other Expenditure** | Click here to enter text. |
| **Total Expenditure for the year (as shown in your Accounts)** | Click here to enter text. |
|  |  |
| **Surplus or Deficit** |  |
| **This year’s surplus** | Click here to enter text. |
|  **OR This year’s deficit** | Click here to enter text. |
| **Last year’s surplus** | Click here to enter text. |
|  **OR Last year’s deficit** | Click here to enter text. |

**Usually income and expenditure are closely balanced, so the surplus or deficit is small. If this is not the case (e.g. the surplus or deficit is more than 10% of expenditure) please explain what caused the imbalance. For example a large surplus may indicate saving up for a capital project; equally a large deficit may arise from the loss or late payment of a regular grant.**

Click here to enter text.

**Do you have a reserves policy (e.g. keeping three months’ running costs)? If so, please tell us about it.**

Click here to enter text.

**Your contact details**

**Name:** Click here to enter text.

**Position:** Click here to enter text.

**Telephone number:** Click here to enter text.

**Email address:** Click here to enter text.

**Date:** Click here to enter text.

**Please remember to send a short covering letter telling us why your project should be supported, and enclose your latest accounts if they are not showing on the Charity Commission website** [**www.charity-commission.gov.uk**](http://www.charity-commission.gov.uk/)

**You may also send other supporting material if you wish, but Trustees may only see your letter and the application form. A short and succinct letter will help your project to be shortlisted.**