



SHREE PRAJAPATI ASSOCIATION (UK)

ESTABLISHED 1975



CHARITY NO. 802570

श्री प्रजापति समाज (युके)

www.prajapati.org.uk

GRANT APPLICATION FORM (ORGANIZATION)

Correspondence address: Secretary, SPA (UK) International Trust Fund
22 Regent Park, Fulwood, Preston, PR2 9WX, Lancashire, England, UK.

E-mail: prakashmistry@aol.com

Please continue your answers on separate sheets of paper if you run out of space.

Section 1 - Introducing your Organization

A.	Name of Organization	Charity No.....
	Address (where activities take place)	
Tel.....	
	Name of contact	Position held
	Correspondence address (if different).....	
Daytime Tel	
	E-mail address.....	Fax No

B	Date Organization started	Number of committee members
	Area served	Number of paid staff
	Name of chairperson	Number of volunteers
	Name of secretary	Number of ordinary members
	Name of treasurer	

C	Bank name	Branch
	Account name	

Section 2 - Describing your project

A	<p>Please tell us about your Organization's –</p> <ul style="list-style-type: none">(a) aims and objectives(b) activities: the nature of the activities, where do they take place, who benefits from the activities , and in what ways
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B	<p>Please tell us about the purpose for which you are requesting a grant. Give a full description of your project.</p> <p><i>Be sure to cover <u>all</u> of the following:</i></p> <ul style="list-style-type: none">- what you want to do, and aim to achieve- who, and how many people, will benefit from what you are proposing to do- how your project will benefit the people who use it,- what evidence you have to show that there is a need for your project- why you believe this work is important- how you will address equal opportunities issues in the way you run this project i.e. how may men, woman, children, elderly etc <p>How will you measure the progress of your project?</p>
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C	<p>Do you want to keep the project going after our grant ends? Yes/No</p> <p>If your answer is yes, what plans have you made to get the necessary funding?</p>
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Section 4 - Summarising your finances

A.	Please tell us about your financial position		
	Last year*	Current year	
	Year ending/...../...../...../.....
	<u>Income</u>		
	Grants/fees (eg from statutory bodies or trusts)	£	£
	Donations/subscriptions (eg from individuals or companies)	£	£
	Fundraising events/activities/sale of goods	£	£
	Other income (eg interest, legacies)	£ _____	£ _____
	TOTAL	£ _____	£ _____
	<u>Expenditure</u>		
	Salaries/NI/pension costs	£	£
	Running costs (eg rent, rates, elec, postage, phone, stationary, travel)	£	£
	Capital items (eg property, vehicles, computers, major repairs)	£	£
	Other expenditure (eg specific projects)	£ _____	£ _____
	<u>TOTAL</u>	£ _____	£ _____
	Surplus/deficit for the year	£ _____	£ _____
	Reserves at year end (ie bank+deposit+invested funds)	£ _____	£ _____

B.	Please let us know if there are any significant or special items we should know about
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Section 5 - Completing your application

A	<p>Be sure to attach</p> <ul style="list-style-type: none"> - a copy of your Organization's constitution, rules or other governing document - the latest Annual Report and accounts (unless yours is a new group) - your budget for the current year (or further ahead if appropriate) - project budgets or quotations (if appropriate) - your equal opportunities policy statement (if you have one) - any other materials you wish to support your request (please specify below) <p>.....</p> <p>.....</p>	<p>tick if attached</p>
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B	<p>Declaration:</p> <p>I confirm, on behalf of..... that I am duly authorised to sign this application, and that the above information is correct to the best of my knowledge. I understand that any grant award may only be used for the purpose specified, and agree to comply with any conditions that the Trust may attach to it.</p> <p>Signature.....</p> <p>Date.....</p>
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(* please estimate if not yet audited)