

Application reference no:  
(office use only)

**Please send completed form to GACT, PO Box 783, CHICHESTER PO19 9TY**

**Please check that the project falls within the Trust's area of benefit BEFORE submitting an application. The benefit from projects MUST fall wholly or largely within the area of benefit.**

All applications must be completed on this form and all questions must be answered fully. The form can be completed in MS Word, printed off and then sent to the address above. Alternatively, you can download the form and complete it by hand, writing clearly in black ink and printing any names.

**Please send by Royal Mail Standard 1<sup>st</sup> or 2<sup>nd</sup> class delivery and ensure that you have paid adequate large envelope postage. GACT does not accept emailed applications.**

**Deadline for receipt of Grant Applications: 12 noon on Monday 26<sup>th</sup> March 2018.**

**If you require an acknowledgement, please enclose a stamped self-addressed envelope. If you have a query relating to your application, please email [mail@gact.org.uk](mailto:mail@gact.org.uk).**

<b>Name of applicant</b>	
<b>Name of organisation</b>	
<b>Contact address for all correspondence</b>	
<b>Postcode</b>	
<b>Contact telephone number(s)</b>	
<b>Email address</b>	
<b>Please confirm your organisation has its own bank account</b>	<b>YES / NO</b>
<b>Cheque payee name. This should be an organisation, not an individual.</b>	

**Data Protection Statement**

Gatwick Airport Community Trust (GACT) processes personal data in compliance with the Data Protection Act 1998. It uses the information, including personal data, supplied by you in your application, as part of the process of accessing grant applications, monitoring the use of grants and publicising grants that have been made. GACT will give incidental information to third party providers who supply services to it or process information for it (for example software maintenance or website hosts); and to law enforcement authorities if required to do so for the purpose of determining, preventing or detecting crime. GACT takes the submission of your application, as confirmation of your agreement to this. You can ask GACT to update or remove your personal information once the annual grant programme has been fully completed by emailing [mail@gact.org.uk](mailto:mail@gact.org.uk) or writing to the address at the top of this form.

**You must complete all sections of the form and provide all requested documentation for your application to be accepted.**

<b>Charity/Company Number (if applicable):</b>	
<b>Project Title:</b>	

1. Please provide a brief description of your **organisation** (e.g. registered charity, voluntary organisation/community group, community interest company, part of a larger regional or national organisation) including numbers of local volunteers and paid staff.

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2. Please provide a short summary of the main activities of your organisation.

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## The Project

3. Please describe what the grant is for in no more than 20 words.

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4. Who will benefit? Please name the Parish/Town in which the project is based.

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5. In which category does the project fall? Please mark one or more of the boxes below:

Young	Elderly	Disabled	Community	Arts	Sports	Environment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Gatwick Airport Community Trust is committed to ensuring that all people living within the area of benefit have an equal opportunity to receive a grant from the Trust.

Approximately how many people would benefit from the project?

Looking at the age ranges below, approximately how many people are aged:

5 years & under	6-15 years	16-64 years	65 years & over

Approximately how many beneficiaries fall into the following categories:

Asian	African	Caribbean	European	Dual Heritage	Other

7. Please give more details about the project for which you are applying for funding. Explain the specific purpose for which the grant will be used and how it meets the objectives of the Trust.

**Project Evaluation**

8. Please outline the benefits and outcomes you expect to achieve as a result of the funding. It may be helpful to use bullet points.

9. How will you know that your project has been successful?

**Financial/funding information**

10. How much money are you requesting?

11. What is the total sum required to fund the project?

12. How much money have you raised already and from whom? Please give details of amounts and names of funders.

13. Please give details of the costs for the project and attach suppliers' or providers' cost estimates if available.

14. What approval/permission do you need or do you have (e.g. landowner's consent, planning permission)?

15. Are you still seeking approval/permission?

If YES, when will you know if approval/permission is granted?

16. Have you consulted any other parties about the project (e.g. your local councillor, wildlife/countryside or residents' groups)?

If YES, please give details

17. What is the timescale for the project?

Start Date	
Finish Date	

18. Do you own the property?

<b>YES / NO</b>

If no, please state length of lease

19. The Trust may decide to award only a percentage of the funding that you have requested. Please give details of the elements (if any) of your project that could still be carried out if this happened.

Amount Given	Aspects of the project which could continue
<b>75%</b>	
<b>50%</b>	
<b>25%</b>	

20. Have you received a grant from Gatwick Airport Community Trust before?

<b>YES / NO</b>
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If yes, please state in which year(s), the amount and brief project details

YEAR	PROJECT DETAILS	AMOUNT

21. Do you have an annual report or accounts?

YES / NO

If yes, please complete the figures in the table below.

If you do not have accounts because your organisation has not yet been running for a full year, please complete the figures in the table below using the projected figures for the first financial year.

**A copy of your most recent Balance Sheet and Statement of Financial Activities (or Income and Expenditure Account) must be included with this application.**

**FAILURE TO INCLUDE THESE ITEMS WILL INVALIDATE YOUR APPLICATION.**

Financial year ending: dd/mm/yyyy

.../.../.....

**Summary of Statement of Financial Activities  
(or Income and Expenditure account)**

£

Total income for the year	A	
Total expenditure for the year	B	
Other gains or (losses) for the year	C	
Net movement in funds for the year	D = A-B+C	
Total funds brought forward	E	
Total funds carried forward	F = D+E	

**If your organisation has funds carried forward, please provide the following analysis:**

**Balance sheet funds**

£

<b>Amounts held as tangible fixed assets (if applicable)</b> <i>This is the net book value of tangible fixed assets per the balance sheet</i>	G	
<b>Pension fund asset / (liability) (if applicable)</b> <i>This is the defined benefit pension scheme asset or (liability) per the FRS 102 / FRS 17 actuarial valuation as per the balance sheet</i>	H	
<b>Amounts held as restricted funds (if applicable)</b> <i>These are the balance of grants or donations received which have not yet been spent and which have conditions attached requiring them to only be used for specific purpose</i>	I	
<b>Other designated funds (if applicable)</b> <i>These are funds which the Trustees have allocated for <u>specific</u> future spending rather than general purposes (please provide details)</i>	J	
<b>General unrestricted funds or free reserves</b> <i>This will be the balance of funds left after separately identifying any amounts held in the above four specific funds, Or if none of the above funds apply, this will be equal to the total funds</i>	K	
<b>Total funds</b> <i>(This should equal the total funds carried forward per the table above)</i>	G+H+I+J+K = F	

**22. Do you have a reserves policy explaining the reasons why your organisation carries forward unspent funds?**

<b>YES / NO</b>
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If yes, please attach details or summarise below.

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<b>Publicity</b>
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It is a condition of Gatwick Airport Community Trust that it may publicise grants that are made.

Please confirm that this is acceptable to you

<b>YES / NO</b>
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How do you propose to recognise the support of Gatwick Airport Community Trust for your project?  
e.g. plaque, mention in newsletter, programme, local newspaper, website. Please give details:

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<b>Declaration</b>
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- I declare that the information given on this form is true and that any funds received would be solely for use on the project as detailed above.
- I have fully completed this application form, and enclosed annual accounts/cost estimates for the project. I understand that any enclosures will not be returned.
- I confirm that my group/organisation has the appropriate Safeguarding Vulnerable Adults/Child Protection Policies (if applicable).
- **I enclose a copy of the most recent Balance Sheet and Statement of Financial Activities.**
- If a 'conditional' grant is awarded, I agree to complete six-monthly update reports.
- I understand that conditional grant offers will be withdrawn 18 months after they have been awarded unless there are exceptional circumstances which have been discussed with Gatwick Airport Community Trust. This will not affect any future applications.
- I agree to make invoices/receipts available on completion of the project on request.
- I agree to abide by any conditions set out by the Trust in making the award.
- I agree to return any grant made, if it is no longer possible to proceed with the project as detailed in the application.
- I agree to pay in any grant award within 60 days of receipt.

**All successful applicants are required to complete an evaluation sheet six months after the payment of any award outlining how the grant was spent and the value of the project to the local community.**

Please mark to indicate that you agree to undertake this

**Failure to complete the evaluation will render you ineligible for any future funding from Gatwick Airport Community Trust.**

<b>Signature of applicant</b>		
<b>Print name</b>		
<b>Date</b>		

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