



THRILOW DAFFODIL WEEKEND TRUST

Chairman: Mr Geoff Link, 37 Church Street, Thriplow, Royston,
Hertfordshire, SG8 7RE
www.Thriplow.org.uk

Application for Grant

Please find below an application form for a grant from the Thriplow Daffodil Weekend Trust. The Committee and the Trustees would be most grateful if you would complete the form in full, as this will assist them in determining a fair distribution of any funds available. Also attached is a copy of the Trustee Guidelines. Please ensure that all financial information requested is submitted with any application and that the form is signed. **We regret that incomplete or incorrect applications will not be considered.**

The closing date for applications for the next event is the end of February 2017.

Copies of the Trust Deed are available from the Chairman of the Trust, Geoff Link (01763 208550).

Yours sincerely

Geoff Link, Chairman

Application for Grant		
1 Name of Organisation		
2 Name		
Address		
		Postcode
Telephone		
Email		
3 Amount applying for		
4 Purpose of grant (please use another sheet of paper if needed)		
5 Name of Payee (for any Grant cheque)		
6 Please provide a copy of most recent bank statement(s) and accounts. To the extent there are funds already available, please provide explanation as to why these cannot be used to cover the amount requested in this application (please use another sheet of paper if needed)		
7 If your organisation has received previous grants from Daffodil Weekend, please indicate the amounts previously awarded and how the money has been spent	2016	
	2015	
	2014	
	2013	
	2012	
	2011	

Please read guidelines on page 3

Signature: _____ Date: _____

Please return form to Geoff Link

37 Church Street, Thriplow, Royston, Herts, SG8 7RE

TRUSTEE GUIDELINES

The Thriplow Daffodil Weekend Trust Deed provides for making grants to *“such charitable bodies as the Trustees in their absolute discretion think fit”* and which are located in the *Civil Parish of Thriplow*. (Copies of the Trust Deed are available from the Chairperson of the Trust).

When considering applications the Trustees will apply the following guidelines.

Applications should be signed by appropriate officers of the organisation. These persons should not be members of the Thriplow Daffodil Weekend Committee or Trust.

- ① Applications will be invited annually in February and considered after the Daffodil Weekend when available funding is known. Awards will be announced at the Annual Open Meeting usually held in June.
- ② Applications should be made for specific items or purposes and should not be made to cover annual running costs. However, the Trustees may, in their absolute discretion, think it fit to support other purposes.
- ③ The monies awarded against successful applications will remain available until the following April; if the monies are unclaimed at that time the award will automatically lapse unless special arrangements are agreed.
- ④ Applications will be considered for the funding of projects that may extend over more than one financial year, or where payments may be extended over such a period of time. However, the availability of funds in subsequent years will be dependent on the success of future Daffodil Weekends.
- ⑤ Where substantial sums are requested towards the funding of costly and ongoing projects, full written proposals and costings should be submitted in advance along with the Application. The full financial contribution of the Trust must be agreed in advance.
- ⑥ Grants will only be awarded retrospectively in very exceptional circumstances.
- ⑦ Payments will normally be made against invoices or letters of acceptance of a quotation. The Trustees, at their discretion, may waive these requirements in appropriate circumstances.
- ⑧ The Trustees may reserve funds to cover future running costs for the Daffodil Weekend. They may also reserve funds for agreed long-term projects and/or as contingency for unforeseen emergency requests.