



## Welcome to the Chauncy Foundation Limited Grant Application Pack

This page includes guidelines to help with your application and prevent delays in processing your request.

Chauncy Foundation may be able to assist individuals who need support with completing their application.

When applying for a grant, the following information should be provided to Chauncy Foundation Limited. Please be assured, that any information received will be treated in the strictest confidence in accordance with the Data Protection Act 2018.

1. A fully completed application form
2. Assurance that no statutory organisation can meet the applied for need
3. Circumstances leading to grant application
4. A copy of the latest Accounts and, copies of the last 3 months Bank Statements (All accounts)

Please Note: Chauncy Foundation are unable to consider retrospective grants.

### **Successful Applications**

If your application is successful, a confirmation letter will be sent. In certain circumstances, cheques can be made payable to the provider of the goods and sent directly to them.

### **Unsuccessful Applications**

Chauncy Foundation reserves the right to decline grant applications without providing reasons to the applicant or entering into communication about the decision. A grant declined on one occasion does not mean that future applications will be declined. Unsuccessful but eligible applicants are encouraged to re-apply again at a later date. Chauncy Foundation will, when possible, offer assistance and guidance to all applicants concerning the criteria for a fundable and successful application.





# Chauncy Foundation Limited

## Grant Application Form for Groups

STRICTLY PRIVATE AND CONFIDENTIAL

Please complete this form clearly in ink and answer all the questions as fully as possible

Please complete **all** sections of the application form and include appropriate financial information

### Section One

Name of group/organisation: \_\_\_\_\_

Average age of members: \_\_\_\_\_

Registered Charity Number: \_\_\_\_\_

### Section Two

Name of person applying: \_\_\_\_\_

Official position within the group/organisation: \_\_\_\_\_

Contact address: \_\_\_\_\_

Telephone no: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

email address: \_\_\_\_\_

**Section Three**

Please give a brief description of your Group's local activities

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Amount of grant requested: £ \_\_\_\_\_

How will the grant be spent? *(Please give as much information as possible, continuing on a separate sheet if necessary)*

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Who will benefit from the grant?

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If relevant, please enclose quotations from suppliers to support your application. In the case of applications for equipment, please also explain how any running/maintenance costs will be funded:

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## **Section Four**

Have you requested help from any other voluntary or statutory organisation? Yes / No

If 'Yes 'please complete the following:

<b>Organisation</b>	<b>Date of request</b>	<b>Awarded Yes/No</b>	<b>Amount awarded</b>	<b>Date of award</b>	<b>If request was refused, please give reason if known</b>
Social Services					
Local Health Authority					
Other					

## Section Five

### DECLARATION

Please tick the boxes to complete the following. Failure to do so will cause a delay in processing your application.

- 1. I hereby certify that the information given is correct to best of my knowledge
- 2. I have enclosed the latest Accounts and Bank Statements for the organisation (All accounts)
- 3. I have enclosed quotes/estimates for equipment or services for which the grant is requested

**Please Note:** If this Grant is approved, Chauncy Foundation Limited reserve the right to publish details of the request on our web site. Please be assured, your Identity **will not** be disclosed.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Please return the completed application form, including appropriate financial information to:

**Chauncy Foundation Limited**  
**c/o 32 Douglas Drive**  
**Stevenage**  
**Herts.**  
**SG1 5PF**

**Or email to: [hello@chauncyfoundation.org](mailto:hello@chauncyfoundation.org)**

One last question!

For our information only, can you please tell us how you heard about Chauncy Foundation Limited?

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*Thank you.*

