



## GRANT APPLICATION FORM – Winter Grants Round 2020

*The questions in this application form allow us to gather the information we need to decide whether to fund your project. If submitting a hard copy, please write clearly in black ink or type. If you make any mistakes, please cross through these but do not use correction fluid. Please use additional paper where necessary.*

### Q1 About your organisation

Name of your organisation as it appears on your governing document or set of rules:
Address of your organisation (this may be where you are based or where activities take place):
Postcode:
Website address (if any):

### Q2 Main contact for this application

This must be someone from your organisation who can talk about your project and can be contacted during normal office hours.

Title	
First Name	
Surname	
Position in Organisation	
Email Address	
Telephone Number	



(Day)	
Telephone Number (Evening)	

**Q3 Type of organisation**

Law Centre	
Specialist Legal Advice Agency (AUK Member)	
Citizens Advice Bureau	
National Legal Advice Network	
Other legal advice or pro bono organisation or steering group	
If Other, please provide details below	

**Q4 What will you do with the money if you receive a grant?**

Include information on:

- your key aims
- how you expect to achieve these aims
- what outcomes you expect from the provision of the funding
- how you will monitor the extent to which your aims have been achieved
- the steps you will take to ensure sustainability

**Q5 Tell us how your project will meet one or more of the aims of the Trust**

*The aims of the Trust are to relief poverty and distress among residents of the Midlands in any way that the Trustees think fit, including but not limited to, through the provision of financial and other support to charitable and other agencies that provide advice, casework or representation in respect of legal issues and the promotion of such other purposes being exclusively charitable according to the law of England and Wales as the Trustees may from time to time determine.*

**Q6 Explain how you know this service is needed. What evidence have you collected?**

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**Q7 Financial information**

<b>How much funding are you looking for in total?</b>	
<b>If the funding is for a project lasting more than one year provide a breakdown of the amounts required for each year.</b>	
<b>How much grant funding are you applying for from the Trust?</b>	

**What will the funding pay for?**  
**If any of the items concern capital expenditure the Trust expects you to supply three quotes**

<b>1</b>	
<b>2</b>	
<b>3</b>	
<b>4</b>	
<b>5</b>	
<b>6</b>	
<b>7</b>	
<b>Total</b>	

**TOTAL FUNDS NEEDED FROM TRUST £.....**

**How is any difference to be raised?**  
 Include details of the amount and source of any funding you have already secured.  
 Also include details of sources of funding you are looking into.

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**Q8 Provide the following details from your most recent annual accounts**

Account Year Ending (dd/mm/yyyy)	
Total (gross) Income	
Total Expenditure	
Year End Balance	



Savings (reserves, cash, investments)	
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## **DATA PROTECTION ACT**

We will use the information you give us on this application form and any supporting documentation you have provided during assessment of your application and the life of any grant we award you in order to administer and analyse grants and for our own research.

We may give copies of the information provided to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating the way of funding programmes work and the effect they have. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project. We may also share information with other organisations providing matched funding and other organisations and individuals with a legitimate interest in the Midland Legal Support Trust applications and grants, for the prevention and detection of fraud and in order to comply with any legal or regulatory requirement or obligation.

We might use the data you provide for our own research. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

## **FREEDOM OF INFORMATION ACT**

The Freedom of Information Act 2000 may give members of the public the right to request any information we hold. This includes information received from third parties, such as (although not limited to) grant applications, contractors and people making a complaint.

If information is requested under the Freedom of Information Act we will release it, subject to any exemptions that might apply, although we may consult with you first. If you think that information you are supplying may be exempt from the requirements under the Freedom of Information Act, you should let us know when you apply for a grant.



## DECLARATION

We will take your signature on this form as confirmation that you understand our obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000 and that you accept we will not be liable for any loss or damage to you pursuant to our fulfilment of our obligations under the relevant law.

### Senior Contact and Signatory to the Grant Agreement

Title	
First Name	
Surname	
Position in Organisation	
Date of Birth	
Email	
Home Address	
	Postcode:
Telephone Number (Day)	
Telephone Number (Night)	
Address for Correspondence	
	Postcode:
Signature	
Date	