



Our Town, Our Community, Our Fund

# Application Form

FOR INDIVIDUALS

## Personal information

Name of Individual:

Address:

Post code:

Telephone:

Email Address:

Do you agree to a confidential financial review being carried out?

Yes

No

What is the purpose of the grant? (Please be as specific as possible).





Our Town, Our Community, Our Fund

# Application Form

FOR INDIVIDUALS

## Grant information

How much do you need? (max £500)

Please give us a breakdown of costs:

Item	Actual cost of item to be purchased for the project.	Amount requested from the Billingham Legacy Foundation towards item.
Total	£	£

If this application is part of a bigger project, subject to applications to other funders, please give details – you should include the names of other funders approached and how much has been requested or received.

Where did you hear about the grant?



Our Town, Our Community, Our Fund

# Application Form

FOR INDIVIDUALS

## Grant information continued

How do you feel this grant will be of benefit?

How many people are expected to directly benefit from the grant? (i.e. employees, service users)

How many people are expected to indirectly benefit from the grant? (i.e. attendees, members of the public)

Who is the cheque to be made payable to?

## Independent Referee (This person must not be a relative or financially benefit from the funding themselves)

Name of Organisation:

Address:

Post code:

Tel:

Mobile:

Email:



Our Town, Our Community, Our Fund

# Application Form

FOR INDIVIDUALS

## Conditions of grant

- 1 I will use the grant only for the purpose set out in my application. I will not make any changes to the project or to our expenditure of the grant without the prior approval of The Billingham Legacy Foundation.
- 2 In all publicity that I generate regarding my project, I will acknowledge that it is supported by The Billingham Legacy Foundation, As BLF has limited funding means, I will further endeavour to repay this grant, in full or in part, by support to the Legacy Foundation via a fundraising event, volunteering time in support of a BLF event, or when circumstances permit, through enrolling as a patron member to BLF (£52 per annum - £1 per week).
- 3 To enable audit of grant funding, receipts must be provided for any expenditure or other supporting evidence that demonstrates the grants use. I will complete a Monitoring Report / End of Grant report to further evidence how the grant has been spent (help is available from the Grants Officer if required)
- 4 I will comply with any relevant legislation that affects the way in which I carry out activities, for example but not limited to, Health and Safety, Safeguarding of Children, etc. I will ensure that the planned activity does not discriminate on the grounds of gender, race, religion or sexual orientation.
- 5 I will act upon advice to seek funding in part, or wholly through other grant providers should such monies be available from another source. I understand that if I receive more funding than is required for the project, I may be required to repay part or the entire grant to The Billingham Legacy Foundation.
- 6 If I anticipate that I will have an unspent balance at the end of the period of grant I will contact The Billingham Legacy Foundation and I understand that any unused monies will be returned.

Do you agree to The Billingham Legacy Foundation holding the information you have supplied in this application on a database for The Billingham Legacy Foundation's sole use. **We will not share this information with a third party, however, we may publicise the grant awards we make.**

Yes

No

## Signatures

I confirm that all the information contained in the Application Form is true and correct. I agree to comply with the Conditions of Grant. I understand that you may require more information at any stage of the application process and that I will be required to submit an end of grant report.

Name:

Signature:

Date:

Please forward completed form by post or by email to the address shown below:

Billingham Legacy Foundation  
Low Grange Community Centre  
Low Grange Avenue  
Billingham  
TS23 3PF

If you require any assistance with your application, please contact us on 07951 483774 or email us at office.blfsg@gmail.com

Checklist:

Have you completed all the questions on the Application Form?

Have you signed the Application Form?