



Grant Application Guidance Notes

1. These notes are to help guide any group wanting to make an application for a grant from the White Horse Show Trust Awards Committee. Please read carefully to check that your group and project meet the basic qualifications that we are bound by as a Trust before making an application.

Pre-requisites

2. The White Horse Show Trust Awards Committee can only give grants in the following cases:
 - a. Groups and Charities (No Individuals) based in the parishes of Baulking, Kingston Lisle, Uffington and Woolstone.
 - b. To a group on its own behalf and not for a 3rd party group.
 - c. The Trust does not usually fully fund a project, unless exceptional circumstance exist.
 - d. Where evidence of 'Self help' is shown.

Application

3. Awards Committee meetings are usually held in January, April, July and November. Applications should be submitted by the end of the previous month. Applications should be emailed, along with all supporting documentation, to gillianforward@hotmail.com. Paper applications can be sent to: Awards Committee, White Horse Show Trust, Thomas Hughes Memorial Hall, White Horse, Uffington, SE7 7SE.

4. Applications should include:
 - a. Name and Objectives of the Group.
 - b. Annual Income and Expenditure (including last accounts).
 - c. Aims of the project.
 - d. Who will benefit.
 - e. Costs of the project (including 3 quotes for projects of more than £1,000).
 - f. Details of how the group's contribution be raised. E.G. list fund raising and other grants.
 - g. What size of grant is requested from the Show Trust Board.
 - h. To ensure that there is adequate public awareness of the White Horse Show's involvement, the Trust requires that all successful applicants publicly acknowledge grants received. The application should outline how this is to be achieved.

5. Applicants should be aware that once the Awards Committee has made a recommendation for an award, it is passed to the Trustees for their approval. This process can take several weeks therefore applicants should not commit funds until formally notified that a grant has been awarded.

6. Applicants will be notified of the result of their application by email, if successful, please acknowledge receipt of award letter by return.

7. All grants should be drawn down within six (6) months of receipt of award letter unless exceptional circumstances exist. Please update the Committee of project status by email if award runs over 6 months.

8. Awards are not normally paid until completion of a project. Please apply for payment, by providing Account number, sort code, and account name and copies of all receipts and invoices. In exceptional cases payment can be made earlier at the Trustees discretion. If it is anticipated that early payment will be requested, this information should be included in the application.

The White Horse Show Trust Ltd

BM Artus – A Ashcroft - EC Preece – CNR Skeat - GF Ward - P Whitfield

Registered Address:
Thomas Hughes Memorial Hall, White Horse, Uffington, SE7 7SE

Registered in England : 8410590
Registered Charity No: 1151533

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