



## Grant Application Guidance Notes

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 all the notes to check your group and project pass the basic qualifications that we are bound by as a Trust before going any further.

### Pre-requisites

The Show Trust Awards Committee can only give grants in the following cases:

- Groups and Charities (No Individuals) based in the parishes of Baulking, Kingston Lisle, Uffington and Woolstone.
- To a group on its own behalf and not for a 3<sup>rd</sup> party group.
- The Trust does not usually fully fund a project, unless exceptional circumstance exist.
- Where evidence of 'Self help' is shown.

### Application

- Awards meetings are usually held in January, April, July and November. Applications should be submitted by the end of the previous month.
- Applications should be in the form of a letter to Ann Kelsey at 17 Craven Common Uffington along with all supporting documentation including:
  - Name and Objectives of the Group.
  - Annual Income and Expenditure (including last accounts).
  - Aims of the project.
  - Who will benefit.
  - Costs of the project (including 3 quotes for projects of more than £1,000).
  - Details of how will the group's contribution be raised. E.G. list fund raising and other grants.
  - What size of grant is requested from the Show Trust Board.
  - If application is more than 2 pages, please provide 8 copies.

### If successful

Please acknowledge receipt of award letter by return

All grants must be drawn down within six (6) months of receipt of award letter unless exceptional circumstances exist.

Please also update the Board of project status by letter or email if award runs over subsequent Board meeting dates.

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 Board's discretion.

**To download go to: [uffington.net/whs](http://uffington.net/whs)**

The White Horse Show Trust Ltd

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