



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 & 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, Uffington & Woolstone.
- To a group on its own behalf and not for a 3rd party group.
- The trust does not usually fully fund a project, unless exceptional circumstances exist.
- Where evidence of “Self help” is shown.

Application

- Awards meetings are usually held in January, April, July & November. Applications should be submitted by the end of the previous month.
- Application should be in the form of a letter to Ann Kelsey at 17 Craven Common Uffington along with all supporting documentation including:
 - Name & 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 more than £1,000)?
 - How will the groups contribution be raised? i.e. list fund raising and other grant applications
 - What size 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 (detailing who Cheque should be made payable to) including all covering receipts & invoices. In some exceptional cases payment can be made earlier at the Board's discretion.

To download go to: uffington.net/whs

The White Horse Show Trust Ltd

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