**GRANT APPLICATION FORM**

This form needs to be completed to support your application for a grant from the Chartered Accountants’ Livery Charity. Please read the accompanying information sheet ***HOW TO APPLY FOR A GRANT*** before doing so. Applications should be restricted to the information requested on this form. Please note the boxes for each question do **NOT** expand. When complete, the charity/organisation should email this form to the Almoner and Chair of the Trustees, Dr Hilary Lindsay, at [almoner@accountantslivery.org](almoner%40accountantslivery.org), with a copy to any member sponsoring the application and to the Clerk to the Charity at [charity@accountantslivery.org](charity%40accountantslivery.org).

|  |
| --- |
| **Q1 Name of the Company member (if any) sponsoring this application for a grant, with their email address and best contact telephone number** |
|  |
| **Q2 What is the Company member sponsor’s personal function / responsibility / involvement with the charity/organisation?** |
|  |
| **Q3 Name of the charity/organisation** |
|  |
| **Q4 Contact details for the charity/organisation** |
|  **Address:****Name, role, telephone number and email address of contact within the charity/organisation:****Website address and details of social media contact if different to main contact:** |
|

|  |
| --- |
| **Q5 If the entity is a charity of itself or a project within a larger charity, what is the charity’s name and Charity Commission Number? If not a charity, please describe the organisation’s status.** |

 |
| **Q6 Please give a title and an outline of the cause/initiative for which support is requested?**  |
|  |

**GRANT APPLICATION FORM (continued)**

|  |
| --- |
|  **Q7 How has the charity/organisation been adapting or innovating during the pandemic in order** **to maintain or develop its contribution to the community?** |
|  |
|  **Q8 Who are the target beneficiaries of the cause/initiative?***(e.g. young people, the elderly, vulnerable, children, those from particular backgrounds, etc.)* **If your organisation works with children or vulnerable adults, please include a copy of your**  **Safeguarding Policy with your application.** |
|  |
|  **Q9 Where does the charity/organisation operate?** |
|  |
|  **Q10 What is the cash position of the charity/organisation? How do your current reserves** **compare with your reserves policy? Please provide a link to the latest published annual**  **report and financial statements.** |
|  |
|  **Q11 How much grant are you requesting? What would it be spent on? When is it needed?**  *(The maximum grant from the CA Livery Charity is usually £3,000)* |
|  |
|  **Q12 What is the expected impact of this grant? How will it be measured? When would you be** **able to let us know this has been achieved?** *(The Trustees will be contacting charities who* *receive a grant about this so it can be celebrated in our annual report, on our website, etc..)* |
|  |