**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>, with a copy to any member sponsoring the application and to the Clerk to the Charity at <charity@accountantslivery.org>.

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| **Q1 Name of the Company member (if any) sponsoring this application for a grant, with their email address and best contact telephone number** |
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| **Q2 What is the Company member sponsor’s personal function / responsibility / involvement with the charity/organisation?** |
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| **Q3 Name of the charity/organisation** |
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| **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?** |
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**GRANT APPLICATION FORM (continued)**

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| **Q7 How has the charity/organisation been adapting or innovating during the pandemic in order**  **to maintain or develop its contribution to the community?** |
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| **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.** |
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| **Q9 Where does the charity/organisation operate?** |
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| **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.** |
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| **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)* |
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| **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..)* |
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