



SHREE PRAJAPATI ASSOCIATION (UK)

ESTABLISHED 1975

CHARITY NO. 802570

श्री प्रजापति समाज (युके)

**SPA (UK) INTERNATIONAL TRUST FUND
GRANT APPLICATION FORM**

Section 1: – Introducing your Organisation

SPAITF Ref

Name of organisationCharity No*

Address (where activities take place)

.....

.....Pin/Post code.....

Tel Email:

Name of contactPosition held

Correspondence address (if different).....

.....

.....Pin/Post code.....

Daytime Tel Email:

Date start Number of committee members

Area served Number of paid staff

Name of chairperson Number of volunteers

Name of secretary Number of members*

Name of treasurer

Section 2: – Your Activity

Please tell us about your activities: (700 words)

- **what do you do,**
- **who benefits, and**
- **in what ways**

(* if applicable)

Section 3: - Describing your project

Please tell us about the purpose for which you are requesting a grant (700 words)

Be sure to cover all of the following:

- who, and how many, will benefit from what you are proposing to do?
- how people will benefit, and what you are aiming to achieve?
- what evidence you have to show that there is a need for your project?
- why you believe this work is important?
- how you will you ensure the sustainability of this project once the funding comes to an end?

Section: 4 - Detailing your request

A Please tell us exactly what you want to do with the grant (maximum 500 words)

Be sure to include the following as appropriate:

- (for specific purchases) a list of the various items and their cost?
- (for a capital project) a copy of the quotation or estimate?
- (for revenue expenditure) a budget for the whole period that the grant is to cover?

Date or period expenditure is due Grant requested from SPAITF £

B Please tell us about your fundraising plans (Maximum 500 words)

Be sure to identify, under appropriate headings and with names and amounts if possible:

- any funds already raised towards the total (eg from trusts or events) or available from reserves?
- any applications submitted to other trusts or statutory bodies, either declined or in course?
- where you anticipate that the rest of the money is likely to come from?

Date project or work is due to start.....Total Cost £.....

Section 5 - Summarising your finances

A Please tell us about your financial position		
	Last year*	Current year
Income	Year ending	.../.../... .../.../...
Grants/fees (eg from statutory bodies or trusts)	£	
Donations/subscriptions (eg from individuals or companies)	£	
Fundraising events/activities/sale of goods	£	
Other income (eg interest, legacies)	£	
Total	£	
Expenditure		
Salaries/NI/pension costs	£	
Running costs (eg rent, rates, elec, postage, phone, stationary, travel)	£	
Capital items (eg property, vehicles, computers, major repairs)	£	
Other expenditure (eg specific projects)	£	
Total	£	
Surplus/deficit for the year	£	
Reserves at year end (ie bank+deposit+invested funds)	£	

<p>B Please let us know if there are any significant or special items we should know about</p>

Section 6: - Completing your application

A Be sure to attach	tick if
attached	
<ul style="list-style-type: none">• a copy of your organisation’s constitution, rules or other governing document• the latest Annual Report and accounts (unless yours is a new group)• your budget for the current year (or further ahead if appropriate)• project budgets or quotations (if appropriate)• any other materials you wish to support your request (please specify below)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
.....	

B Declaration:

I confirm, on behalf of.....
that I am duly authorised to sign this application, and that the above information is correct to the best of my knowledge. I understand that any grant award may only be used for the purpose specified, and agree to comply with any conditions that the Trust may attach to it.

Signature.....Date.....

Print your name:.....

Position:.....

(* please estimate if not yet audited)