

# Houghton & Wyton Community Fund

## GRANT APPLICATION FORM

### About the Houghton & Wyton Community Fund (“CF”)

The CF is a registered charity which receives money from the Community Shop, and sometimes from other donors such as the Houghton and Wyton Parish Council and private individuals. It only uses the money it receives in pursuit of its charitable purposes or ‘objects’. They are set out in full in the CF’s Constitution, a copy of which is available on request to [hwcommunityfund@gmail.com](mailto:hwcommunityfund@gmail.com) . In summary:

*The objects of the CF are to advance such charitable purposes for the benefit of the residents of Houghton and Wyton, and of persons who are closely connected with, but reside outside, that parish (together, “eligible persons”) as the charity trustees think fit, including by the making of grants of money to, or providing items, services or facilities to or for the benefit of, eligible persons who are in need by reason of youth, age, ill health, disability, financial hardship or other disadvantage.*

If you wish to apply for a grant please fill in the form below, paying particular attention to explaining how the grant will match the CF’s objects as set out above. The boxes should expand if required as you type.

**Date of your application.....**

<b>1. Are you applying for a grant for yourself or for an organisation</b>
<b>2. Name, address, phone number and e-mail address of applicant (you <b>and/or</b> your organisation). <b>Please also state your connection to the Village.</b></b>
<b>3. Exact amount of grant applied for</b>
£.....
Note: an actual amount must be stated
<b>4. Please explain clearly the reason for your application and the purpose for which the money will be used. <b>In particular please state how the purpose of the grant aligns to the charitable purposes of the Community Fund as set out above.</b></b>

<b>5. Who (and how many people) will benefit from the project the Fund is being asked to support?</b>		
<b>6. What will be the total cost of your project?</b>		
£..... If appropriate, who have you approached to obtain quotations for the project cost?		
<b>7. How will you raise the balance of the total cost of your project, if applicable?</b>		
<b>8. List other organisations to whom you have applied for a grant in respect of this project, if any.</b>		
Organisation	Requested (£)	Result
<b>9. When will the money be required? (Please note that Grants are not normally made retrospectively.)</b>		
<b>10. What arrangements will be made so that the Community Fund can check how the money has been spent (eg copies of receipts)?</b>		
<b>11. Please mention anything else you wish the Fund Trustees to take into account when considering this application.</b>		
<b>12. If the Community Fund approves the application, the grant will be sent by cheque. To whom should the cheque be made out?</b>		

**This form when completed should be sent, either:**

**By email to:**

[hwcommunityfund@gmail.com](mailto:hwcommunityfund@gmail.com)

**Or by post to:**

The Trustees of the Houghton & Wyton Community Fund  
c/o  
The Laurels  
Thicket Road  
Houghton  
HUNTINGDON  
PE28 2BQ

**The Grant process:**

- Your application will be reviewed/checked against the eligibility criteria within 2 weeks
- Trustees will assess and make a decision within a further two weeks, and this decision is final - no appeal will be entered into
- A decision will be made with a letter of outcome that will be emailed to you
- If successful, you will receive a letter confirming the grant to sign with details on how you will receive the money
- If not successful, you will receive a letter by email detailing the reasons why your application was unsuccessful
- If unsuccessful, you can re-apply up to a maximum of once more per calendar year

Please refer to the Fund at the above email address if you wish to receive a copy of its GDPR statement.