

APPLICATIONS FOR THE ANN RYLANDS SMALL DONATIONS PROGRAMME

INFORMATION FOR APPLICANTS

1. This form should be used to apply for grants up to £1,500. ***Please note that due to the high demand on the Trust's finite resources, submission of an application form does not guarantee the award of funding.***
2. General information and examples of grants provided may be found on the Trust's website. Please follow the links to the [Ann Rylands Small Donations Programme](#) and to [Areas of Interest](#).
3. The Trust's preferred method of application is via the online application system – information on how to apply using this system can be found by following the links above, or visiting www.julesthorntrust.org.uk.
4. Alternatively, charities wishing to apply by email for funding should:
 - a. Download and complete the application form available in the [Useful Documents](#) section of the website,
 - b. Attach the completed application form in PDF format¹ to an e-mail, together with copies of the latest Trustees' Report and Financial Statement, and a copy of the latest bank statement. Other supporting information (i.e. budgets) may also be forwarded as an e-mail attachment if directly relevant to the application. All attachments are preferred in PDF format.
 - c. Send the e-mail and attachments to donations@julesthorntrust.org.uk.
5. Potential applicants should note that it is **not** possible for the Trust to make donations in the following categories:
 - a. To beneficiaries who do not have registered charity status. Thus individuals are among those excluded. Regrettably the Trust cannot respond to requests for financial help from or on behalf of individuals in distress,
 - b. To overseas organisations, or to organisations based in the UK who use their funds for charitable purposes overseas,
 - c. To organisations raising money for medical or medically-related research,
 - d. For the purchase of raffle tickets,
 - e. To charities whose objectives include the promotion of particular religions,
 - f. For church restorations or repairs,
 - g. Where support has been provided by the Trust within the previous twelve months,
 - h. To large charities – normally those having a turnover of more than £10 million.
5. Please note that the Trust does not provide multiple-year funding under this programme.
6. There are no specific dates for submitting applications. Appeals may be made at any time and will be considered by the Trustees as soon as possible, depending on volumes.
7. Should an award be made, the normal method of payment is by electronic payment direct to bank. Applicants are requested to complete the bank details in Section 1 of the application form and provide a scanned copy of the most recent (not more than 3 months old) bank statement for the account to which payment is to be made. Failure to provide a copy of a bank statement may result in a delay in processing your application. Provision of incorrect bank details may result in the loss of an award. The Trust bears no responsibility for payments made using incorrect bank details provided by charities. Charities should contact the Trust if an award is not received or has been lost due to incorrect details.
8. Applicants should contact the Trust, should they have any other questions - donations@julesthorntrust.org.uk.

¹ Free download of PDF creation software is available at <http://cutepdf-writer.en.softonic.com/>

THE SIR JULES THORN CHARITABLE TRUST

ANN RYLANDS SMALL DONATIONS PROGRAMME

APPLICATION FORM

To assist in completing this application form please consult the preceding information sheet.

ELIGIBILITY

Please respond 'yes' or 'no' to the following questions by double clicking in the appropriate box and selecting 'checked' under 'default value':

a	Is your organisation registered as a charity with the Charity Commission (England/Wales), or the Office of the Scottish Charity Regulator or as an Industrial & Provident Society with the FSA?	YES <input type="checkbox"/> NO <input type="checkbox"/>
b	Is your charity based in the UK?	YES <input type="checkbox"/> NO <input type="checkbox"/>
c	Are the funds to be used specifically to benefit people in the UK?	YES <input type="checkbox"/> NO <input type="checkbox"/>
d	Are the funds to be used for medical or medically related research?	YES <input type="checkbox"/> NO <input type="checkbox"/>
e	Do the objectives of your charity include the promotion of a particular religion?	YES <input type="checkbox"/> NO <input type="checkbox"/>
f	Are the funds to be used for repairs to a church or other religious building?	YES <input type="checkbox"/> NO <input type="checkbox"/>
g	Has your charity applied to the Trust within the past 12 months (from the date of the Trust's decision)?	YES <input type="checkbox"/> NO <input type="checkbox"/>
h	Has your charity been awarded funds by the Trust within the past 12 months (from the date of the Trust's decision)?	YES <input type="checkbox"/> NO <input type="checkbox"/>
i	Is this application for multi-year funding?	YES <input type="checkbox"/> NO <input type="checkbox"/>
j	Does your charity's annual income exceed £10 million?	YES <input type="checkbox"/> NO <input type="checkbox"/>

SECTION 1 – CHARITY DETAILS

Charity Name			
Registered Charity No.			
Company No (if applicable)			
Address			
City		Postcode	
<u>Point of Contact</u>			
Title		First Name	
Surname		Mobile	
Phone		Fax	
E-mail			
Website			

BANK ACCOUNT DETAILS

Should your application be successful the usual method of payment is direct to bank. Bank details will be held securely and in accordance with the Data Protection Act. Incomplete and/or erroneous bank information may result in delay/suspension of payment.*

Bank Name:																			
Bank Address:																			
Account Name:																			
Sort Code:				-						Account Number:									
Copy of a bank statement for this account (less than 3 months old)																Check box <input type="checkbox"/>			

*** Please Note:**

- i. Bank name and address should correspond to that stated in your latest Trustees Report and Financial Statements,
- ii. Payment cannot be made to personal bank accounts,
- iii. Failure to provide the correct bank details or information may result in a delay in processing your application and/or the loss of an award if paid to the wrong bank account,
- iv. The Trust bears no responsibility for payments made using incorrect bank details provided by charities,
- v. Charities must contact the Trust if an award is not received or lost due to incorrect details.

SECTION 2 – CHARITY OBJECTIVES AND PUBLIC BENEFIT

A. Describe briefly the objectives and work of the applicant charity.
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B. Please specify what public benefit is provided.

SECTION 3 – YOUR APPEAL

A. Please provide a concise summary of the reason(s) for the appeal. You should include timelines and indicate how the project / activity will be sustained in the future.

B. If a contribution towards a <u>specific project</u> is being requested, please specify:		
i	How much in total is being raised (i.e. the total cost of the project)?	£
ii	How much is the applicant charity contributing from its own resources?	£
iii	How much still needs to be raised?	£
iv	Other funding sources <u>Funds already secured:</u> <u>Source</u> <div style="text-align: right;"><i>Total</i> £</div>	
	<u>Applications pending:</u> <u>Source</u> <div style="text-align: right;"><i>Total</i> £</div>	
<p><u>Please note:</u></p> <ul style="list-style-type: none"> • A copy of the project budget should be attached. • The maximum amount you can request from Sir Jules Thorn Charitable Trust is £1,500. • Awards are made at the discretion of the Trust and may be less than the amount applied for. 		

C. If a contribution towards <u>core funding</u> is being requested, please specify:		
i	Total annual expenditure:	£
ii	Expected annual income:	£
iii	Main sources of income:	
iv	Anticipated funding gap (shortfall between annual income & expenditure):	£
iv	How is this funding gap to be bridged:	
	<u>Funds already secured:</u> <u>Source</u> <div style="text-align: right;"><i>Total</i> £</div>	
iv	<u>Applications pending:</u> <u>Source</u> <div style="text-align: right;"><i>Total</i> £</div>	
	<i>Please note:</i> <ul style="list-style-type: none"> • A copy of the annual operating budget should be attached. • The maximum amount you can request from Sir Jules Thorn Charitable Trust is £1,500. • Awards are made at the discretion of the Trust and may be less than the amount applied for. 	

D. What special features of your work / this appeal are consistent with the Trust's humanitarian objectives?

E. Are there any special comments you wish to make in support of the appeal?

Completed applications should be sent to donations@julesthorntrust.org.uk accompanied by electronic copies of:

- | | |
|---|--------------------------|
| | Check Box |
| 1. This application form (<i>essential</i>) | <input type="checkbox"/> |
| 2. Your latest Trustee's Report and Financial Statements (<i>essential</i>) | <input type="checkbox"/> |
| 3. Budget in support of section 4B or 4C (<i>essential</i>) | <input type="checkbox"/> |
| 4. Bank Account Details (<i>essential if you wish to be paid direct to bank</i>) | <input type="checkbox"/> |
| 5. Latest bank statement for the account you wish to be credited (<i>essential</i>) | <input type="checkbox"/> |
| 6. Other directly relevant supporting information i.e. brochures etc. (<i>optional</i>) | <input type="checkbox"/> |