**The Huddersfield Common Good Trust**

**Application for Financial Support**

**Background to applying for a grant:**

The Huddersfield Common Good Trust (“HCGT”) is a registered charity formed in 1962. The Trust exists to support capital projects undertaken for the common good of Huddersfield people, be they young or old. The funds administered by the Trustees come from a variety of sources including legacies, donations and in some cases covenants from local businesses in Huddersfield. The Trustees also administer a number of smaller Huddersfield Charities:

* **The Cinderella Society:** This charity exists to ‘brighten the lives and

 alleviate the conditions of the poor, and neglected children’

* **The Relief in Sickness Charity:** This charity has similar objectives

to those of the Cinderella Society but with an emphasis on

care and the socially disadvantaged.

* **The E Austen Johnson Fund:** The Trustees administer funds

derived from the sale of a canal boat formerly run by the friends

of the Duke of Edinburgh Award Scheme.

**What groups qualify?**

The Trustees consider applications for grants from recognised and responsible groups, operating in and around Huddersfield, with charitable objectives. Such groups can include community centres, OAP luncheon clubs, music groups, Scout and Guide movements, sports groups, playgroups etc.

We cannot help individuals, nor organisations funded by local or central Government.

**What kind of support can we provide?**

We are able to assist with the buying of equipment and other items used to further your charitable objectives. In some cases we may be able to help with the repair and/or extension of property. However, we cannot assist with running costs.

**What should you do next?**

If the purpose of the grant you are requesting fits within one (or more) of the criteria specified above, submit your request using our application form which can be found on-line. Once completed please submit the form to The Secretary of the Huddersfield Common Good Trust:

* by email @: secretary@hcgtrust.org.uk
* by post to 3-13 Lord Street, Huddersfield, HD12 1QA

**Notes on completion of the HCGT Application Form:**

1. Please **type** the details into this form.
2. Please ensure that you **complete all areas** of the application form. If you feel that certain information is not relevant, please mark ‘not relevant’.
3. Incomplete forms, or forms that do not contain sufficient relevant information, **will lead to a delay** in considering your request for support.
4. Written quotations, for all goods and services to which the application relates, should be obtained and submitted with the application.

**Huddersfield Common Good Trust**

**(Registered Charity No. 231096)**

**Application for Financial Support**

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| **Section 1: Details of Applicant:** |  |
| Name of your organisation: |  |
| Address your organisation operates from: |  |
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|  |  |
| Name of the individual applying on behalf of the group: |  |
| Position you hold within the organisation: |  |
| Your contact address: |  |
|  |  |
|  |  |
| Your telephone contact: |  |
| Your email contact (Preferred where available): |  |
| Is your organisation a registered charity? | Yes/No |
| Registered Charity Number (if applicable) |  |

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| **Section 2: Tell us about the Project you are asking HCGT to support:** |  |
| **2.1 When do you plan to undertake the project?** |  |
| **2.2 Any Building Expenditure?** |  |
| * New Construction involved?
 | Yes/No |
| * New Extension involved?
 | Yes/No |
| * Repairs/Renovation involved?
 | Yes/No |
| Please provide brief details of any expenditure: |  |
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| Is planning permission required? | Yes/No |
| Has planning permission been granted? | Yes/No/n/a |
| On what basis does the group occupy the building? | As Owner/As Tenant |
| Where you occupy as ‘Tenant’ has landlord’s approval been obtained? | Yes/No/n/a |
| Are you the sole users of the property? | Yes/No |
| (If ‘No’ please provide details) |  |
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| **2.3 Any Equipment Purchase?** | Yes/No |
| Please provide brief details of items and purpose: |  |
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| **2.4 Other Expenditure?** | Yes/No |
| Please provide brief details: |  |
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| **2.5 Competitive Quotes** |  |
| Your grant application **must** be supported by 2 competitive quotations for the expenditure | Attached Yes/No? |

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| --- | --- |
| **Section 3: Tell us about your Organisation** |  |
| Summarise the organisation’s activities | (Attach a separate sheet if necessary) |
| Please provide brief details: |  |
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|  |  |
| Tell us the geographical area from which people who use your organisation are drawn |  |
| How many groups (other than your own) provide a similar service for the area? |  |
| How long has the organisation been operating? |  |
| Please provide details of your officers: | Name/(Telephone or email) |
| * Chairperson
 |  |
| * Secretary
 |  |
| * Treasurer
 |  |
| What level of funding: |  |
| 1. Are you asking HCGT to provide?
 | £ |
| 1. Has your group already raised specifically in relation to this project?
2. Does your group currently have available?
 | £ £ |
| How does your group plan to address any shortfall | **Please note:** Applying to other funding agencies does **not** prevent HCGT from supporting your project. |
| Please provide brief details: |  |
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| **Section 4: Financials** |  |
| Your grant application **must** be supported by copies of the group’s latest:* Income and Expenditure Account
* Balance Sheet
* Full Financial Statements (if prepared)
 | Attached?Yes/NoYes/NoYes/No |
| **Section 5: Further details** |  |
| Please supply any information you feel relevant to your application, either here on the form or in a covering letter. |  |
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| ***HCGT Use only:*** |  |
| Registered Charity? | Yes/No |
| Timing of Project: |  |
| Project funding already raised by group | £ |
| Requested support for: |  |
| * Building Work
 | £ |
| * Equipment
 | £ |
| * Other
 | £ |
|  |  |
| 2 Quotations (section 2.5) attached? | Yes/No |
| Based within qualifying area (section 3)? | Yes/No |
| Financial information (section 4) provided? | Yes/No |