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| Macintosh HD:Users:stuartholtam:Desktop:YACR TIFF 5MB.tiff | **The Yorkshire Association of Change Ringers**  **Education Committee**  **GRANT APPLICATION FORM** |

*Please read the accompanying guidance notes carefully before completing this form.*

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| --- | --- | --- | --- | --- | --- | --- |
| **TITLE** of your project/event: | | | | | | |
| **LOCATION:** | | | | | **EXPECTED COMPLETION DATE:** | |
| **DESCRIPTION:** (Note 1) | | | | | | |
| **THE EDUCATIONAL BENEFITS** of the project/event: (Note 2) | | | | | | |
| **Total cost:**  (estimated/actual)  (Note 3)  £ | **Amount already raised**  **or promised,**  **including other grants:**  £ | | | **Amount requested from the Education Committee:** (Note 4)  £ | | **Potential value**  **of other outstanding**  **grant applications:**  £ |
| **ORGANISER OF THE PROJECT/EVENT:**  **Name:**  **Address:**  **Post Code:** | | | | **Landline:**  **Mobile:**  **Email:** | | |
| **PERSON OR ORGANISATION TO WHOM A CHEQUE SHOULD BE MADE PAYABLE,**  **IF THE APPLICATION IS SUCCESSFUL:** (Note 5) | | | | | | |
| **Name:**  **Address:**  **Post Code:** | | | | **Landline:**  **Mobile:**  **Email:** | | |
| **PERSON SUBMITTING THIS APPLICATION:** | | | **Name:** | | | |
| **Landline:** | | **Mobile:** | | | **Email:** | |
| I confirm that the information provide in this application is accurate to the best of my knowledge. | | | | | | |
| **SIGNED:** (Note 6) | | | | | **DATE:** | |

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**Guidance on Completion of the Application Form**

Please read these notes before completing the form to ensure you provide all the necessary information, and so avoid possible delays.

If you have received the form by email, it is a Word document. If possible, please complete your application in Word (you will find that the spaces for your responses will expand as necessary to accommodate your typing), save the changes and send it to the Education Committee treasurer as an email attachment. Alternatively, complete it in Word, print out the completed form and post it to the address below. If you have received a hard copy of the form, please complete it in capital letters, using a black pen, and post it to the address below.

**Note 1: Description of your proposed project or event.** Please tell us about, for example, the items you propose to buy, whether or not you will be installing them yourself or employing a contractor to do the work; if it is an event tell us what it involves, over what time period, and what expenses the grant is required to cover.

**Note 2: The Educational Benefits of your proposed project or event.** Please outline all the educational benefits you foresee, and indicate how many people you would expect to benefit in a typical year, and whether they are from a single tower, a locality, a branch or the whole of the Yorkshire Association. If your application is for a grant to meet the cost of the purchase and installation of equipment, indicate how frequently you expect it to be used. The committee will wish to assess the educational impact of your proposed expenditure.

**Note 3: Total Cost.** Please indicate on the form whether this is an actual cost (money already spent/bill for items or work already received) or an estimated cost; estimated costs must be based on quotations which you have already received.

**Note 4: Amount requested from the Education Committee.** It is a condition of the award of a grant by the Education Committee that if the funds ultimately raised by the applicant exceed the cost of the project, then the grant awarded by the committee, or an appropriate proportion of it, must be repaid.

**Note 5: Payment of Grants.** Grants will only be paid following receipt by the committee’s treasurer of appropriate evidence of completion of the project/event, together with appropriate receipts for expenditure

**Note 6: Signature of applicant.** If the form is completed as a Word document and submitted by email, the typed name of the applicant will be accepted in lieu of a handwritten signature.

Please return completed forms, by the deadlines given above, to the Education Committee Secretary at the address below:

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| By email: [elaine@homescott.free-online.co.uk](mailto:elaine@homescott.free-online.co.uk) | By post: | Elaine Scott |
|  |  | 3 Moorbank Drive |
|  |  | Sheffield |
|  |  | S10 5TH |

If you have any queries, or need help completing the form, please contact the Education Committee Secretary.,

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