



Registered Charity No. 1092828
www.redhouseyouthtrust.org.uk

GRANT AID APPLICATION FORM ORGANISATIONS

Please make sure that you have read the grants criteria fully before submitting an application and complete **all** sections in black ink. The Independent Referee form must be completed and attached to the application form.

This is an application on behalf of:

SECTION ONE – INFORMATION ABOUT THE APPLICATION.

Name of main contact for this application:

Role in the organisation:

Charity registration number:

If applicable

Website

If applicable

Address:

Postcode:

Telephone number:

Email address:

Payable to:

Cheques may not be payable to individuals

I understand that this application will remain in the possession of the Red House Youth Trust for twelve months. This is to comply with the current General Data Protection Regulations (GDPR).



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SECTION TWO – INFORMATION ABOUT THE ORGANISATION.

Please provide a brief outline of the organisation that will be hosting this project or purchase:

Please include its objectives, recent achievements and target beneficiaries



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SECTION THREE – INFORMATION ABOUT THE GRANT BEING REQUESTED.

The following section requests information relating to the purpose of the grant you are requesting. Please provide as much information as possible within this form and refer to the Red House Youth Trust Grant Criteria carefully before answering these questions.

Total cost of the project or items:

Please supply copies of estimates

Amount requested:

How much money are you asking for from RHYT

Capital Costs (detailed in the budget):

Equipment etc.

Revenue costs (detailed in the budget) :

Staff expenses, training, venue hire, administration etc.

Has a previous application been made:

Yes

No

If so, when and how much was granted:

Amount of money available / raised so far:

What other grant making bodies have you applied to and how much has been given:

What are your plans to find the difference:

What will the money granted be used for?

Please give details of equipment/services being purchased or provided with the grant



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Who, and how many young people, will benefit from the grant?

What will those benefits be to young people aged under 21?

How will you measure the effectiveness of this project?

RHYT will be asking you complete a standard report 12 months after the grant has been awarded

When will this project take place:

**Which local Government (District Council)
area of Norfolk do you live:**



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SECTION FOUR – INDEPENDENT REFEREE STATEMENT

The Independent Referee document should be completed and returned with the Red House Youth Trust grant application form. The application will not be processed until the reference is completed. The referee should not be associated with your organisation as a member, employee, volunteer or family member.

Referee's Name:

Occupation:

Address:

Telephone Number:

Email:

**Name of the organisation you are providing
this reference for:**

**How long have you known of the organisation
and how do you know of them:**

Please state why you believe this youth group is requesting the financial support and if successful how it will benefit them.

Signature:

Date:

By completing this form and signing this you confirm that your reference is true and correct. You may be contacted to discuss your comments.



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SECTION FIVE – DECLARATIONS

Before signing the declaration below, please check that you have supplied the following additional papers with this application form:

- Estimates or quotations for any equipment or services being purchased
- A one-page project budget showing the full cost of the project including capital items (equipment) staffing or volunteer costs, venue hire, printing and administration directly linked to this project
- A signed copy of your organisation's most recent audited, or independently examined accounts
- A copy of your most recent bank statements showing current balances (within last 2 months) – for organisations only
- Any additional information, in a covering letter, should not exceed two sides of A4
- The Independent Referee form is completed and attached to this application form

Before signing below, please check all the statements carefully.

- All the information given in this application is correct to the best of my knowledge
- I am authorised to act on behalf of the organisation that may benefit from any grant awarded
- I have read and understood the Red House Youth Trust grant criteria
- I understand that if this project does not go ahead, or the individual or organisation applying for the grant, is in breach of the grant criteria, that Red House Trust reserve the right to demand repayment of all, or part of the grant made
- I undertake, where appropriate, to acknowledge Red House Youth Trust for any grant awarded in publicity relating to this project
- I undertake to provide Red House Youth Trust with a short report within 12 months of the grant award

Signed: _____ **Date:** _____

Name: _____

Return the completed application, and enclosures, to:

**Grants Administrator
Red House Youth Trust
PO Box 1287
North Walsham
NR28 8AA**

or email to: grants@redhouseyouthtrust.org.uk

Please ensure when posting the application that the correct postage is used. A **large stamp** is needed if the application is in an A4 envelope. Unfortunately, due to mounting costs the application form will not be collected from the Post office sorting office if an underpayment is made.