



SIR JAMES KNOTT TRUST

How to apply for a grant

A signed letter of application should be submitted to the Trust Secretary at the address below, and **must** contain the following information.

- The name and address of your organisation
- Its registered charity number. *(If not registered, you will need to provide the name of a registered charity or local infrastructure organisation and its charity number that has agreed to act as a cheque handler)*
- The name and position of the person making the application.
- What type of organisation you are, whom you serve, and how you benefit the community.
- The number and age range of people who benefit from your services or activities.
- The length of time you have been established and where you are based.
- How you are organised and managed.
- How many trustees/committee members, staff/volunteers you have.
- What relationship, if any, you have with similar or umbrella organisations.
- Your main sources of funding, income/expenditure and reserves.
- A title and brief description of the project you are currently fundraising for, who will benefit, where and when it will take place, the overall cost.
- How much you would like the Trust to consider and when the funding is required.
- What difference you aim to achieve with a grant from the Trust.
- Which other funding bodies you have approached and the response you have had.
- The financial contribution of your organisation and/or its members.
- Whether or not you have applied for Lottery funding. If not, please explain why.
- Please provide a copy of your latest Annual Report and Accounts or, if you are a new organisation, your governing document, minutes of your most recent meeting and a copy of your latest bank statement.
- We may need to contact or visit you regarding your application, so please provide a daytime contact telephone number and, if possible, an email address of the person making the application.

Please use the tick boxes to be sure you have included all of the above information.

If you have any questions, please look at the **Frequently Asked Questions** page on our website or contact the Trust directly for further information.

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