Registered Charity No: **SC013684**

Mark Tenby (Treasurer)
c/o Armstrong Watson
Caledonia House
89 Seaward Street
Glasgow G41 1HJ
treasurer@gjct.org

GRANT APPLICATION FORM

CONTACT DETAILS OF CHARITY

Full name of organisation			
Name of Executive Director		Name of contact for this application (if different)	
Address			
Telephone		Fax Number	
E-mail address		Website address	
Registered Charity No.		Date of Registration	
When was the charity established?			

STAFF INFORMATION

Number of employed staff		Number of volunteers	
Please provide details of the top 2 salaries in your organisation including any benefits			
Please provide details of any commission or bonuses paid as a result of a successful application			

PROJECT INFORMATION

Name of project (if annual revenue grant, please state)			
Date of Application		Sum being applied for	£
Staff member responsible		Position in Charity	
E-mail address		Telephone	
Trustee responsible		Position in Charity	
Location of project if different from above			

GOVERNANCE: Please name your trustees and give details of how often your board meets, names of major sub-committees and the names of the chairs of those sub-committees. Please state date of last board elections and the last annual general meeting.

CHARITY'S MISSION STATEMENT: please state the organisation's vision, your main strategies, activities and programmes citing numbers of participants/individuals. Please indicate what major plans the organisation has for the next five years?

CHARITY ANNUAL OPERATING BUDGET

	Income	Expenditure
Previous year to……		
Current year to……..		

Main sources of funding by % for the above years

	Y/E……..	Y/E……
Government		
Fee income		
Membership income		
Grants and donations – please indicate which trusts/foundations and grant size		

Does the organisation own/rent/lease premises? (Brief details of lease/rent agreement)

SAFEGUARDING: It is an essential duty of all charities to provide a safe and trusted environment which protects anyone who comes into contact with it including beneficiaries, staff and volunteers. The definition of 'safeguarding' is staff harassment by other members of staff, volunteers, trustees or potentially clients; harassment or overt physical, verbal or emotional abuse of a vulnerable person or child by someone from your organisation; staff member or volunteer observing that someone in their care shows signs of abuse whether from a relative, someone on the street, the work place or school. With the term 'safeguarding' in mind, please confirm the following:

Does your organisation provide and promote a safe environment for all staff, volunteers and beneficiaries of your programmes? Who in your organisation is the person responsible for listening to a complaint or concern?	
If you deal with vulnerable adults and children, do you have an appropriate policy to protect them? What training takes place for all staff, volunteers and Trustees on safeguarding?	
If your country of origin provides a certificate of good governance, please provide a copy.	
How does the person responsible follow up a report? Who would they report to e.g. the CEO, Trustees, the Police, Social Services?	
What incidents of concern has your organisations had in the last 12 months?	

PROJECT DETAILS

PROJECT OR ANNUAL BUDGET (including all sources of income and expenditure)

Please note that the Trust will not allow itself to be the sole funder of a project.

Expenditure: Year: Please include premises and salaries where appropriate	**£**		**Income: Year:**	**£**	**Pledged**	**Received**	**Requested but not yet pledged**
					£	**£**	**£**
			Government				
			Fees				
			Trusts/Foundations *(Please name them below)*				
			Donations				
TOTAL	£0		TOTAL		£0	£0	£0

Please provide details of the number of salaries to be supported in this project.

Trust sources of funding for this project. Please provide details as summarised above.

Sum being applied for from Glasgow Jewish Community Trust	**£**

PROJECT OR REVENUE GRANT DETAILS

Please include answers to the following questions:

1. **Overall objective/goal of the project/your organisation**
2. **Needs addressed by the project/your organisation**
3. **Primary target population and number of people affected by the programme**
4. **Main strategies and activities, geographical focus**
5. **Number of staff members and volunteers involved**
6. **Evaluation: What are the indicators for success for the current year and in 3 years' time? If you have external evaluation reports, please provide them (in summary if more suitable)**
7. **Please name any other organisation(s) which carry out similar work in your area**

BANK ACCOUNT DETAILS

Account Name		Account Number	
Bank		Sort Code	
Address			

Cheque to be addressed to:

The Trust expects all Grantees to have appropriately filed their Accounts and Annual Returns for the last 3 years. If this has not been possible, please provide an explanation below:

Please submit your application to treasurer@gjct.org clearly stating that this is an application to the Glasgow Jewish Community Trust AND post a signed copy enclosing the following documents:

1. Most recent audited/independently examined Accounts
2. Trustees/Directors Annual Reports
3. Any current publicity material
4. A signed copy of the grant application
5. Any necessary plans or supporting documents
6. Copy of your safeguarding policy (where applicable) or a certificate of good governance

The grant application must be signed by the CEO and/or Chair of Trustees.

I declare that the information supplied in this form is accurate to the best of my knowledge. Please note that any grant made is subject to conditions and repayment will be required if conditions are not met.

CEO's Signature: …… Chair's Signature: ……

Name: …… Name: ……

Date: …… Date: ……