

## **GUIDANCE NOTES FOR APPLICANTS**

**PLEASE READ THESE GUIDANCE NOTES CAREFULLY BEFORE COMPLETING THE GRANT APPLICATION FORM.**

### **Eligibility**

- The Charity's area of benefit is within 5 miles of St John the Baptist Church in Midsomer Norton. The Beneficiary of the Grant **must** be based within this area of benefit.
- The Trustees will not make more than one grant to any one individual or organisation within twelve months.

### **Quarterly Meetings**

- | <b>Date of meeting</b>        | <b>Application closing date</b> |
|-------------------------------|---------------------------------|
| 8 <sup>th</sup> February 2024 | 25 <sup>th</sup> January 2024   |
| 9 <sup>th</sup> May 2024      | 25 <sup>th</sup> April 2024     |
| 8 <sup>th</sup> August 2024   | 25 <sup>th</sup> July 2024      |
| 7 <sup>th</sup> November 2024 | 24 <sup>th</sup> October 2024   |
- The Trustees are unable to consider any application unless it is received prior to 5pm on the closing date specified for each of the quarterly charity meetings.

### **Personal Applications**

- All personal applications should include an independent letter of support from a Doctor, Social Worker, Health Visitor or other appropriate professional.
- Please ensure that the Financial Statement is completed in full and copies of Bank Statements are provided.
- Copies of estimates or actual costs should be included with the application.
- In the case of applications for household goods please provide the Argos description, item number and price.

### **Clubs, Organisations, Churches, Schools**

- If the application is to support a building project please confirm that all necessary permissions e.g. planning permission, listed building consent, a Church of England faculty etc., have been granted.
- All applications on behalf of clubs, organisations, Churches and Schools should include a copy of the latest audited accounts.
- Copies of estimates or actual costs should be included with the application.

**Please note:**

- All grants are made at the discretion of the Charity Trustees.
- All grants are made on a one off basis and the award of a grant does not imply any commitment to further grants.
- If a grant is awarded it should be used for the purpose specified and the confirmation will be sought by way of receipts, invoices or other proof.
- The Trustees may seek further details while considering an application.
- The Trustees do not normally enter into correspondence in the case of unsuccessful applications.
- If an application has been deemed unsuccessful, the Trustees will not consider a further application for the same purpose within twelve months.

**Submitting your Application**

- Please ensure that all sections of the application are complete and that all financial information and any other documentation in support of the application are included.
- The Trustees are unable to consider any application unless the application form is completed in full and returned with **all required supporting information**.
- **Please sign and date the declaration at the end of the form.**

**Please submit the application by the specified closing date as follows: -**

**By Email:**            **lablett@th-law.co.uk**

**By Post:**            **Attn: Laura Ablett  
The Sperring Charity  
Island House  
Midsomer Norton  
Radstock  
BA3 2HJ**