

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

- | Date of meeting | Application closing date |
|--------------------------------|---------------------------------|
| 10 th February 2022 | 21 st January 2022 |
| 12 th May 2022 | 22 nd April 2022 |
| 8 th September 2022 | 19 th August 2022 |
| 24 th November 2022 | 4 th November 2022 |
- 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: **mdeane@th-law.co.uk**

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