

**Office use**  
Reference number:  
Date Received:  
Grant meeting date:



Queenborough Fishery Trust

## Grant Application Form

### WHAT GRANTS CAN BE USED FOR

- The prevention or relief of poverty and sickness of the Area of Benefit\* (including in particular the area of the former Borough of Queenborough)
- Provision and support of facilities for the recreation and other leisure time occupation in the interests of social welfare and with the object of improving the condition of life of the inhabitants of the Area of Benefit.
- To advance the education in the Area of Benefit by providing and assisting in the provision of facilities for education
- Any other charitable purpose (whether or not of a nature similar to any of those hereinbefore specified) for the benefit of the inhabitants of the Area of Benefit.

\*Set out in full on page 4

**Please refer to the guidance notes and checklist before completing the application form.**

### 1. CONTACT INFORMATION FOR YOUR ORGANISATION

Name of organisation.....

Postal address.....

..... Postcode.....

Email address ..... Phone No.....

Website.....

**2. MANAGEMENT COMMITTEE**

	Name	Email address and telephone number	Main contact for application (please tick)
Chairman			
Treasurer			
Secretary			

If the main contact for this application is not listed above please provide details below.

Position	Name and address	Email address and telephone number

**Note:** we'll use email to correspond with you on the status of the application. If an email address is not provided we'll write to the organisation's postal address.

**3. ABOUT YOUR ORGANISATION**

What is the purpose of your organisation and what activities are undertaken?

.....

.....

.....

.....

Which area is covered by your organisation, eg, Isle of Sheppey, Sittingbourne, Faversham?

.....

What is the status of your group or organisation, e.g. registered charity?

.....

How many paid staff does your organisation employ?

How many volunteers does your organisation have?

**4. REASON FOR APPLICATION – PROJECT DETAILS**

Description of project.....

.....

.....

.....

.....

How many people will benefit from your project?

Have you applied to any other organisation for financial assistance in connection with this application?                      YES                       NO

If YES, please provide details below (also include amounts in section 5).

.....

.....

.....

Has your group previously applied for a grant for this or any other project from the Queenborough Fishery Trust?                      YES                       NO

Please give full details of amount of funding, projects and dates:

.....

.....

.....

**5. FINANCIAL**

**Total cost of the project, including VAT:** £.....

**We apply for a QFT grant of:** £.....

Value of non QFT contributions (ref; section 4):

Fund raising already achieved (non QFT) £.....

Fund raising expected (non QFT) £.....

Applicant's own cash contributions £.....

Volunteer time (valued at £75 per day/£10 per hour) £.....

**Total non QFT contributions** £.....

How will the project be maintained and supported in the long term?

.....  
.....  
.....

Is your group able to claim VAT? YES  NO

**I declare that, as an authorised member of my organisation, I have noted the conditions listed in the checklist below and that all the information given in this application form is accurate and truthful to the best of my knowledge.**

Signed ..... Name.....

Position ..... Date.....

**Please return this form by:**

**Email:** info@queenboroughfisherytrust.org

**Post:** Queenborough Fishery Trust, c/o Alexander Centre, Preston Street, Faversham, Kent ME13 8NZ

Secretary: Laurence Young: Tel: 07 519 179 728

**\*AREA OF BENEFIT**

Isle of Sheppey (including in particular the area of the former Borough of Queenborough), the towns of Faversham and Sittingbourne and the parishes of Bapchild; Bobbing; Borden; Boughton-under Blean; Bredgar; Doddington; Dunkirk; Eastling; Graveney and Goodnestone; Hartlip; Hernhill; Iwade; Lower Halstow; Luddenham; Lynsted and Kingsdown; Milstead; Newington; Norton; Buckland and Stone; Oare; Ospringe; Otterden; Rodmersham; Selling; Sheldwich, Badlesmere and Leaveland; Stalisfield; Teynham; Throwley; Tonge; Tunstall; and Upchurch, all in the County of Kent.

## GUIDANCE NOTES

- If you would like to provide additional information, please enclose notes or a covering letter
- Trustees meet quarterly to approve grant applications
- All applications must be submitted one calendar month before a grant meeting
- Applications for grants to individuals must be supported by a reputable organisation(s), eg, with charity status
- Grants will not be given to directly support religious or political activities. Church organisations may apply for funding to support wider provision of community activities where they are not directly religious in nature
- Applicants will be required to formally acknowledge any grant monies received and submit a supporting statement advising how the money was spent. In the event this information is not received, the Trustees reserve the right to refuse any further grant applications from this applicant.
- This form and any accompanying information will be held securely and confidentially; it will be destroyed after 5 years.

Contact us at [info@queenboroughfisherytrust.org](mailto:info@queenboroughfisherytrust.org) to request further advice or information on meeting dates.

Queenborough Fishery Trust is a registered Charitable Incorporated Organisation (No. 1178117).

## CHECKLIST

Ensure you understand/comply with the conditions below (tick as appropriate)

All sections completed in black ink/ball-point pen?	
A copy of the organisation's most recent accounts enclosed?	
Bank/building society copy statements enclosed?	
Copies of at least three supporting quotations, where appropriate, enclosed?	
Written permission enclosed from the owner of any premises to which works will be carried out, evidence of security of tenure (eg, lease) and proof the premises are insured?	
Noted trustees reserve the right to undertake inspections, inspect accounts and documents, attend meetings and make other appropriate checks before applications are considered and prior to payment?	
Noted successful applicants are required to provide reports quarterly on progress of the project together with financial documentation of grant expenditure, and that in the event such expenditure does not occur the trustees reserve the right to request repayment of the grant awarded?	

For further information about Queenborough Fishery Trust visit our website:

[www.queenboroughfisherytrust.org](http://www.queenboroughfisherytrust.org)