**GRANT APPLICATION FORM**

Please complete all sections of this application form in as much detail as possible. Once complete, please submit this together with all supporting documentation either by email to [Lentonbrook@birketts.co.uk](mailto:Lentonbrook@birketts.co.uk) or by post to us at the following address:

The Trustees of The Lentonbrook Foundation

c/o Charity Administration Team

Birketts LLP

Providence House

141-145 Princes Street

Ipswich

IP1 1QJ

Please see our Privacy Policy on our website ([www.lentonbrookfoundation.co.uk/](http://www.lentonbrookfoundation.co.uk/)) for information about how we store and process the information that you provide to us.

| **THE GRANT APPLICANT** | |
| --- | --- |
| Full Legal Name of your organisation |  |
| Trading names (if applicable) |  |
| Registered charity number (if applicable) |  |
| Type of organisation | Company  Charitable Incorporated Organisation  Charitable trust  Unincorporated association  Royal Charter body  Other (*please provide a description of the legal structure of the organisation)*: |
| Company number (if applicable) |  |
| Full postal address of the organisation (including postcode) |  |
| Website address (if applicable) |  |
| Is your organisation connected to any other organisation? If so, please provide details |  |
| Have you previously applied to the Lentonbrook Foundation for any grant funding? If so, please provide details. |  |

| **MAIN CONTACT PERSON FOR THIS APPLICATION** | |
| --- | --- |
| Title |  |
| Forename(s) |  |
| Surname |  |
| Job title / role within organisation |  |
| Contact phone number |  |
| Email address |  |
| Preferred method of communication | Post  Email  Phone |

| **ABOUT THE APPLICANT** | |
| --- | --- |
| Please provide a summary of your organisation’s objects and mission |  |
| Please provide a summary of the organisation’s main activities |  |
| Please explain the public benefit and impact achieved by the organisation’s activities |  |

| **FINANCIAL INFORMATION** | |
| --- | --- |
| What was the organisation’s turnover last financial year? | £ |
| What was the organisation’s total expenditure on activities that advance its purposes last financial year? | £ |
| What was the organisation’s total expenditure on other items (e.g. administration, governance, etc.) last financial year? | £ |
| What was the organisation’s total expenditure on Board expenses in the last financial year. | £ |
| If the applicant is a charity, does it hold any restricted funds and/or permanent endowment? If so, please provide a summary |  |

| **GRANT APPLICATION** | |
| --- | --- |
| Amount requested | £ |
| Please provide details of the programme or purpose for which the grant funding will be applied if your application is successful |  |
| Please explain how the programme or purpose will support children and young people in Suffolk and the expected impact that will be achieved through the use of the grant funding |  |
| Please explain how you have identified that there is a need for the programme or purpose and provide details of the specific locations in which your activities will be carried out |  |
| Has the programme or purpose for which you are seeking grant funding from Lentonbrook Foundation already received funding from other organisations (if yes, please provide details) |  |
| Please provide a detailed breakdown showing how the grant funding will be spent |  |
| Provide a summary of any risks identified in relation to the programme or purpose for which the grant funding will be used and explanations of how you plan to manage/minimise these risks |  |
| Please confirm that the organisation has a policy for safeguarding children and vulnerable persons |  |
| If possible, please name up to three beneficiaries who have received support from the programme or purpose for which you are applying for funding (or similar previous projects) and enclose letters from those beneficiaries to demonstrate the impact of your project. |  |

**SUPPORTING DOCUMENTS**

Please enclose the following documents with your application:

The charity’s governing documents

The charity’s latest annual report and accounts

The charity’s most recent management accounts

The charity’s safeguarding policy

Any relevant business plans or other supporting documents to provide us with details about the programme or purpose for which the grant funding will be applied, if successful

If possible, up to three letters from previous beneficiaries of your organisation