

APPLICATION FOR GRANT

APPLICATIONS MUST BE FROM NOT-FOR-PROFIT ORGANISATIONS OPERATING WITHIN THE BOX MOOR TRUST'S AREA OF BENEFIT.



NOTES FOR APPLICANTS

Important: applicants for Box Moor Trust grant funding must comply with strict criteria in order to stand a chance of success. It is therefore very much in the applicant's interest to read these notes carefully before submitting their application. If you require clarification on any points, please contact the office on 01442 253300 or email: elainerushton@boxmoortrust.org.uk

1. The Box Moor Trust has made available a small grant fund for community projects within its Area of Benefit.
2. These will be one-off grants and should be used for capital projects, i.e. to acquire or upgrade physical assets such as property or equipment. Examples of capital items are computers, tools and equipment, plants, clothing, furniture, minor building works, etc. ***NB: revenue items (ie running costs or services) will not qualify for grant aid. This is because they are likely to be ongoing expenses rather than one-off purchases. Examples of revenue spending are costs for transport, training courses, wages or salaries, rent and insurance.***
3. Organisations must be operating in the Box Moor Trust Area of Benefit, which broadly covers Hemel Hempstead and Bovingdon (please see enclosed map). **If the applicant is part of an organisation covering a wider geographical area, the application must demonstrate that the project will serve mainly Hemel Hempstead and Bovingdon residents.**
4. The application period formally opens on 1 April each year and expenditure made on or after that date will be eligible for a grant to be made during that year. However, it should be noted that if an applicant spends money before hearing the result of their application, this will be at the applicant's own risk.
5. No grants will be made to private individuals, Box Moor Trustees or Trust employees.

6. No grants will be made to services primarily provided for by either local or county authorities, or regional or national health authorities. However, voluntary organisations that exist to support such services (eg parent teacher associations) may apply.
7. Grants will be up to a maximum sum of £2,500 for any organisation.
8. Organisations may only apply at intervals of 3 years since their last successful application and there will be no exceptions to this rule.
9. Applicants should enclose a copy of their latest accounts (if available) and also indicate the number of people likely to benefit from a grant.
10. Amount requested – please be specific to the nearest £10 and be prepared to show evidence that you have costed out the project accurately and illustrated best value for money.
11. Completed application forms should be returned by **30th June 2018**, either by post to Elaine Rushton, Admin. Officer, The Box Moor Trust Centre, London Road, Hemel Hempstead, HP1 2RE, or electronically to elainerushton@boxmoortrust.org.uk
12. The Trustees' decision will be made in **September 2018** and distribution of funds will be during the year ending **30th September 2019**. We will write to all applicants following that decision. Funds will be paid to successful applicants on sight of relevant invoices, which must be authorised by the contact named on the grant application form.
13. Please note that if monies are not claimed by **30th September 2019**, any grant approved will be null and void.