

GRANT APPLICATION CHECKLIST

- 1 Status of the applicant (ie registered charity, exempt charity, NHS Trust etc)
- 2 Charity Registration number (if applicable)
- 3 Copy of Trust Deed/Memorandum & Articles of Association with copies of Special Resolutions
- 4 State geographical area within which the applicant operates
- 5 The number of expected beneficiaries from this grant residing in north, south & west Dorset – specifically postal districts DT1 – DT11 inclusive, BH19, BH20, SP7 & SP8
- 6 In the case of a charity a copy of your most recent accounts. If not a charity a copy of your income & expenditure account
- 7 In the case of an application by an NHS Trust:
 - (i) State why it is considered appropriate to seek support from privately generated funds
 - (ii) The approval of the Chief Executive of the NHS Trust, in writing, must be obtained (a) confirming their support of the application and (b) confirming that revenue funding is available and approved for the use of any equipment/service applied for
- 8 Detailed breakdown of the project/equipment for which grant required including full cost and stage reached
- 9 Amount of grant applied for
- 10 Details of other grants received, promised or applied for in connection with the project/equipment applied for

Please note that **Trustees consider every application with impartiality. Their decision is final and not open to debate.**

Successful applicants are required to forward a full report within twelve months of receipt of a grant on how the grant has been spent and the difference it has made.