

GRANT APPLICATION FORM

Please read the Application Guidelines carefully to ensure that you are eligible within the Wiltshire Gardens Trust (WGT) terms. We prefer application forms to be completed and submitted by email. Please save the completed application as a Word document and submit via email to Mrs Victoria Nye [giving@wiltshiregt.org.uk](mailto:giving@wiltshiregt.org.uk).

|  |  |
| --- | --- |
| 1. APPLICANT ORGANISATION/INDIVIDUAL | |
| Name and Website Address: | |
| Location of organisation/individual | |
| Purpose/nature of the group/course | |
| 2. REPRESENTATIVE MAKING THIS APPLICATION | |
| Title and name of primary contact: | |
| Address for correspondence (including post code) of primary contact: | |
| Email for primary contact:  Phone Number for primary contact: | |
| 3. PROPOSED PROJECT/PROGRAMME (Brief Summary) – Outline below the key aspects of your project/programme and an indication of the impact of the project such as who will benefit, how many will benefit and what difference it will make to them. | |
|  | |
| 4. DURATION | |
| Start Date: | Completion Date: |
| 5. WGT GRANT AMOUNT | |
| Estimated cost of the entire project:  Total raised through other sources:  Amount of WGT Grant sought: | £ |
| £ |
| £ |
| 6. PLAN OF ACTION – Please provide as detailed a plan of action as possible, this should include:   * The different stages of the project (eg start/middle/end date – including any key milestones) * What is to happen at each of the stages * How it is to be accomplished and who will be involved * Where supplies of materials will be sourced * Whether there is adequate insurance cover in place (if relevant)? * How the project will be sustained in future years? * Attach drawings and/or photographs of the site (Maximum of 6 images) | |
|  | |
| (Please use additional pages if necessary) | |
| 7. PROJECT COSTS – Please provide a detailed, itemised list of the entire cost of your project. | |
| (Please use additional pages if necessary) | |
| 8. OTHER SOURCES OF FUNDING | |
| Name of organisation: | |
| Amount requested: £ | Successful? Yes/No/Awaiting Response (please delete as appropriate) |
| Name of organisation: | |
| Amount requested: £ | Successful? Yes/No/Awaiting Response (please delete as appropriate) |
| Name of organisation: | |
| Amount requested: £ | Successful? Yes/No/Awaiting Response (please delete as appropriate) |
| 9. DECLARATION | |
| On behalf of the above-named Community Group/Organisation/Charity I confirm that the information given on this form and in any supporting papers is to the best of my knowledge and belief true and accurate. I understand that if I have given misleading information this will be sufficient grounds for this application to be disqualified.  By submitting this form, you indicate your consent to the Wiltshire Gardens Trust using the material provided to process your application and – if the application is successful – for publicity purposes, including for distribution to the media and for publication on the WGT website and magazine.  The Wiltshire Gardens Trust takes your privacy and security seriously and will only process your personal data for the purposes stated in this form and in line with the Data Protection Act 2018.  If your application for funding is successful:  The data included in this application form will be retained for three years, including your name, email address so we are able to contact you regarding the progress of the funded project.  The name of the organisation for whom you have made this application will be retained permanently by Wiltshire Gardens Trust, along with any reports and images produced in relation to the project, for historical and archiving purposes in the public interest.  Name: Date:  Signed: | |

Completed forms should be downloaded and submitted as a word document to Mrs Rhyddian Roper [chairman@wiltshiregt.org.uk](mailto:chairman@wiltshiregt.org.uk).