**Hampshire Archives Trust**

c/o Hampshire Record Office

Sussex Street, Winchester SO23 8TH

01962 846154 grants@hampshirearchivestrust.co.uk

**APPLICATION FORM FOR SMALL GRANT PROGRAMME (up to £500)**

Please see our guidance on eligibility, when to apply, and what we will fund. If in doubt contact the Trust for an informal chat before completing an application.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1** | **Name of organisation** | | |  | |  |
|  | Address | | |  | |  |
|  | Contact name | | |  | |  |
|  | Tel.no | | |  | |  |
|  | Email address  Website address | | |  | |  |
|  | Charity registration number | | |  | |  |
|  | Is your organisation registered for VAT? | | |  | |  |
| **2** | **About your organisation.**  Tell us briefly about your organisation and its work; include your organisation’s objectives, past projects, who benefits from your work and what area you serve | | | | |  |
|  |  | | | | |  |
| **3** | **Project title** |  | | | |  |
|  | Describe the project |  | | | |  |
|  | Why is it needed |  | | | |  |
|  | What do you hope to achieve |  | | | |  |
|  | Who will benefit |  | | | |  |
| **4** | **Project costs** | | | |  |  |
|  | What is the full cost of the project | | | |  |  |
|  | What is the amount you are asking from the Hampshire Archives Trust | | | |  |  |
|  | If you are not requesting the full cost, how is the residue to be found and how much has been secured already | | | |  |  |
| **5** | **Please provide a full breakdown of project costs** | | | | |  |
|  | Budget headings | | | | | amount |
| **6** | **Project Timetable** | |  | | | |
|  | Project start date | |  | | | |
|  | Project end date | |  | | | |

Date application submitted

Please submit your completed form to grants@hampshirearchivestrust.co.uk

**DECLARATION (you will be asked to sign this declaration if you are offered a grant)**

To the best of my knowledge all the information I have provided in the application form I have submitted is correct. I understand that the Trust may request further information, including financial records or a visit to see the project. I have made this application with the consent and knowledge of my organisation’s chairman and Trustees. I agree to contact the Trust should there be any major changes to our project

**WHAT HAPPENS NEXT**

The Hampshire Archives Trust will acknowledge receipt of your application and we aim to give a decision on your application within 2-3 months