

ST HELIER YOUTH AND COMMUNITY TRUST GRANT APPLICATION FORM

Strictly Private & Confidential

1. Grants are available from the St Helier Youth and Community Trust for the following:
 - (a) To help with travel by residents of St Helier to and from the island on specific projects of a Youth and Community nature.
 - (b) To help with the purchase of equipment for groups, clubs or organisations active within the Parish of St Helier.
 - (c) To help with start up costs for a limited agreed period for groups, clubs or organisations active within the Parish of St Helier.
 - (d) To help with various specific projects run by local organisations from which the youth and community of St Helier will benefit.
2. Applications must be submitted on an official Grant Application Form along with any relevant information to help the Trustees make a decision. This information includes:
 - (a) Do all the beneficiaries live in St Helier? Please give numbers or percentages of total numbers involved who live in the Parish.
 - (b) Please supply a copy of the Rules or constitution of the organisation and any relevant development plans.
 - (c) If the organisation is a local branch of a wider organisation please supply a letter of authorisation from that parent body.
 - (d) Please supply a copy of the latest set of your accounts.
 - (e) Please supply a Quote for supply of equipment or if the request is for over £1000.00 three competing quotes.
 - (f) Please supply a total estimated expenditure for any project or trip.
3. Applications must be submitted by the 1st of the following months:

January - April - July - October

The Trustees will then consider that application at their meeting that month. Applications received after the 1st of the listed months will be considered at the next meeting.

A representative of the applicant group may be required to meet with the Trustees.
4. Some applications may require a visit by trustees to premises or to meet applicants requesting a grant.
5. All grants are made for specific single applications, projects or trips and cannot be transferred.
6. In the cases of applications for the purchase of equipment, confirmation of the purchase together with copies of receipted invoices will be required as proof of purchase.
7. In the case of a project/trip a brief report will be required within one month after the activity is finished.
8. These notes are for general guidance and further specific information may be requested. The Trustees may request evidence that the beneficiaries of the grant live in or are connected to the Parish of St Helier.
9. All completed application forms together with associated paperwork should be returned to the address on the back page of the application form.
10. Data Protection Statement: The requested information is provided for the exclusive use of the Grant Application and will only be used for that purpose and any personal information therein will be permanently deleted after three years.

ST HELIER YOUTH AND COMMUNITY TRUST
GRANT APPLICATION FORM

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Date of Application:

Name of Person/Group/Club/ Organisation Requiring Grant:

Which of the following is your organisation? - please tick as appropriate:
 A commercial organisation A not for profit organisation A Charity A government or Parish organisation

Cheque payable to or bank details for transfer:

Address for Contact:

Telephone contact: Email contact:

Amount of grant requested £

Information on who will benefit from this grant with address(es) to show St Helier Parish eligibility and any special circumstances relating to any beneficiary. (Attach separate page for list if necessary):

Details of what this grant will be spent on:

Quotes attached from:

(a)

(b)

(c)

Estimate of total expenditure on this project/trip/equipment including the amount of grant requested and other actual and potential sources of funding used or requested:

Any other relevant Information which may be of use to the Trustees:

Checklist – Please ensure all the necessary paperwork is attached:

- A list or details of beneficiaries with addresses re St Helier Parish eligibility
- A copy of rules or constitution of your organisation
- Any relevant plans for any development
- A letter of authorisation from your parent body where applicable
- Latest available accounts of your organisation
- Quote(s) for supply of equipment

Please submit this completed form with all the paperwork detailed above to:

St Helier Youth and Community Trust
PO Box 50
York Street
St Helier
JE2 8PA