**Hampshire Archives Trust**

 c/o Hampshire Record Office

 Sussex Street, Winchester SO23 8TH

 01962 846154

 grants@hampshirearchivestrust.co.uk

 **APPLICATION FORM FOR MAIN GRANT PROGRAMME ( up to £10,000)**

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 including past projects, who benefits, how the benefit is measured and location and sphere of interest |  |
|  |  |  |
| **3** | **Project title** |  |  |
|  | Describe the project in detail |  |  |
|  | Why is it needed |  |  |
|  | Project aims |  |  |
|  | Number of, and groups who will benefit |  |  |
|  | Indicate which of these objectives are met in your project | Preservation of Hampshire archives for public benefit |  |
| Display of archives for public benefit |  |
| Encouragement of the wider knowledge of and understanding of archives |  |
| Promote research into and the publication of archival material |  |
| Support events linked to archive collections |  |
| **4** | **Project costs** |  |  |
|  | What is the full cost of the project |  |  |
|  | What is the amount you are asking for 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 |  |
| 7 | Your documentation | Attach a copy of the last 3 years accounts, a current annual report, a copy of your constitution or other governing document, and a list of your trustees if not on your website. |

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

If you are successful you will be required to sign this declaration which will form part of any offer letter

**DECLARATION**

Project title

Name of organisation making the application

Date submitted

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

Signature date

Print name job title or role title

**WHAT HAPPENS NEXT**

The Hampshire Archives Trust will acknowledge receipt of your application. Please note we consider grant application twice a year. The Trust understands there may be emergencies that arise that do not fit our application timeframe. If that is the case then please contact the Trust to discuss before submitting an application, this application will be used if you decide to submit a bid after that discussion. The application would then be fast tracked.