**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 addressWebsite 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