

GENERAL GRANT APPLICATION FORM

1. Which grant are you applying for:

- Computer grant
- Equipment grant
- Community events grant
- Venue grant
- Special grant

2. Name of organisation:

3. Name and address of person who cheque should be sent to:

Please answer the following questions:

• Date of meeting where members agreed to make a request for the grant.	
• We have read the policy and agree to the terms and conditions of grant funding	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of last audited accounts, if not already sent and a copy of bank statement or pass-book, showing the organisation's current bank balance enclosed.	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Three quotes, showing the amount of any single item of equipment requested if over £300 enclosed	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Will the item/event be covered by insurance	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Will all members of your TRA benefit from this grant	<input type="checkbox"/> Yes <input type="checkbox"/> No

4. Please give a breakdown of all the items you are applying for:

<i>Item</i>	<i>Cost £</i>
Total Cost	

Please sign the declaration on page two and return to: Lewisham Tenants Fund
Honor Oak Neighbourhood Office, 29 Spalding House, Turnham Road, London SE4 2HT
Tel/Fax: 020 7635 9200
Email: administrator@l-t-f.co.uk

Declaration

We hereby agree that all money received will be spent on our tenant's organisation. On behalf of the organisation we agree any money not spent from the total grant will be refunded immediately. Should the tenant's organisation stop functioning any re-useable items financed by the grant will be passed to Lewisham Tenants Fund for re-distribution to benefit other Lewisham tenant's organisations. We also understand that any damage or loss to items purchased with Lewisham Tenant Fund grant money is the responsibility of the tenant's organisation. We authorise Lewisham Tenants Fund to make any enquiries necessary to satisfy themselves that all expenditure is properly accounted for.

Officers of the Tenant's Organisation must sign below.

Name of Chairperson.....

Address.....

Telephone number e-mail address.....

Signature Date.....

Name of Vice-Chairperson.....

Address.....

Telephone number e-mail address.....

Signature Date.....

Name of Secretary

Address.....

Telephone number e-mail address.....

Signature Date.....

Name of Treasurer.....

Address.....

Telephone number e-mail address

Signature Date