|  |  |  |  |
| --- | --- | --- | --- |
| **ABOUT YOUR ORGANISATION** | | | |
| **Charity name** |  | | |
| **Charity number** |  | **Date of formation** |  |
| **Number of staff** |  | **Number of Volunteers** |  |
| **Website** |  | | |
| **Head Office Address** | |  | |
| **Main point of contact (please incl. job title)** | |  | |
| **Contact telephone** |  | **Contact email** |  |
| **Contact address (if different to above address)** | |  | |
| **Trustees (please indicate chair)** | |  | |
| **Please list previous charitable support received from The Charlotte Bonham-Carter Charitable Trust (if applicable).** | |  | |
| **Please confirm your Annual Accounts are up to date and state the date of the last set lodged with the Charity Commission.** | |  | |

|  |  |  |
| --- | --- | --- |
| Date of Annual Accounts | Last year | Previous year |
| Total Income |  |  |
| Total Expenditure |  |  |
| Cost of Fundraising |  |  |
| Unrestricted assets (excluding tangible fixed assets) |  |  |
| How many months operating costs does the organisation hold in reserves? |  |  |

|  |  |
| --- | --- |
|  | |
| **By signing this application you are agreeing to submit a progress report to the Trust if you are successful in attracting a grant.** | |
| **SIGNED FOR AND ON BEHALF OF THE ORGANISATION:** |  |
| **Name** |  |
| **Job Title** |  |
| **Date** |  |

* The form must be printed **single sided**, signed and sent by post, with no more than two sides of A4 text describing your organisation, its work and the project for which you are seeking help, to the Charity Administrator – **Mrs Jenny Cannon MVO, Chelwood, Rectory Road, East Carleton,** **Norwich NR14 8HT**