

**FOR INDIVIDUALS  
APPLYING FOR  
THEMSELVES**

Office Use Only  
Date Received:

Registered Charity No:

Ref No:

**Application for a Grant**

<b>1. Full Name:</b>	
<b>2. What is the name of the person or people this application is for? (If same as above, please leave blank):</b>	
<b>3. If you are applying for another family member, please state your relationship to them:</b>	
<b>4. Full address:</b>	
<b>Postcode:</b>	
<b>5. Please state how long the applicant has lived at their current address.</b>	
<b>6. Contact Telephone:</b>	
<b>7. E-Mail:</b>	
<b>8. Please state how long the family have lived at the current address?</b>	
<b>9. National Insurance number of the applicant:</b>	
<b>CONTACT DETAILS OF REFEREES</b>	
<b>10. First Referee</b>	
<p>Their name:</p> <p>Job Title:</p> <p>Name of Organisation:</p> <p>Address of Organisation:</p> <p>Contact Number:</p> <p>Contact E-Mail:</p> <p>In what capacity do they know the applicant?</p> <p>How long have they known the</p>	

applicant?	
<b>11. Second Referee</b>  Their name:  Job Title:  Name of Organisation:  Address of Organisation:    Contact Number: Contact E-Mail:  In what capacity do they know the applicant?   How long have they known the applicant?   <b>PLEASE ATTACH YOUR REFEREE(S) LETTER(S) TO THIS APPLICATION FORM</b>	
<b>12. What size grant are you applying for?</b>	<b>£</b>
<b>13. What is the total amount of funding you require?</b>	<b>£</b>
<b>14. Now tell us why you are applying for a grant. Please explain what the grant would be used for and tell us about the relevant financial circumstances. Feel free to attach any supporting documentation to this application, such as quotes, budgets, statement of benefits, bank statements.</b>	

15. What other steps are being taken to raise the money you require?

16. Is there any other information you feel is relevant to this application?

**INFORMATION REGARDING PAYMENT AND FOLLOW UP OF ANY POTENTIAL GRANT**

Should your application be successful, in what name should the cheque be made out? (It is preferable to this Trust not to make cheques payable to individuals).

Where should the cheque be sent to (if not the address already entered)?

Please tick this check box to show that you understand that a receipt will be required to be sent to the office if this application is successful:

From time to time the Trustees select successful applicants at random and ask them to report back on how the grant has been spent and how it benefitted them. Please tick here to confirm that you would be happy to comply with this:

Have you applied to the Langley Foundation before and, if so, what was the outcome?

**If this is your first application, where did you hear of the Langley Foundation?**

**Please sign and date the following declaration:**

**To the best of my knowledge, all the information that I have provided in this application form is correct**

**Signature:**

**Date:**

**Print name:**

### **How this information will be used by the Trust**

The Langley Foundation processes personal data in compliance with the Data Protection Act 1998. The Foundation obtains and uses information, including personal data, as part of the process of assessing applications and monitoring the use of grants. It will not be used for any additional purposes or disclosed to any third-parties without your permission, except for the purpose of determining, preventing or detecting crime, or where required by law.

### **Application Checklist**

Before sending this form, please tick the following to ensure your application is complete. Have you:

Included at least one letter of support from a referee?

Signed and dated this form?