

**FOR ORGANISATIONS
APPLYING ON BEHALF
OF AN INDIVIDUAL**

Office Use Only
Date Received:

Registered Charity No:

Ref No:

Application for a Grant

YOUR DETAILS	
1. Full Name:	
2. In what capacity are you filling out this form for someone else – if relevant, what is your job title and what organisation do you work for?	
3. Full postal address:	
Postcode:	
4. Telephone:	
5. E-Mail:	
WHO ARE YOU APPLYING FOR? PLEASE FILL IN THEIR DETAILS	
6. Their name(s)	
7. Their address:	
Postcode:	
8. Please state how long the family have lived at the current address?	
9. Their contact telephone number:	
10. Their e-mail address (if applicable):	
11. Age and date of birth:	
12. National Insurance Number:	
13. How long have you known the above person?	

14. What size grant are you applying for?	£
15. What is the overall amount of funding needed?	£
16. Now tell us why you are applying for a grant for them. Please explain what the grant would be used for and tell us about their own financial circumstances. Feel free to attach any supporting documentation to this application, such as quotes, budgets, statement of benefits, bank statements.	
17. What other steps are being taken to raise the money they require? Please give names of any other Trusts or organisations applied to and indicate when you are likely to hear back from them:	
18. 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?

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 if asked:

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

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 a covering letter on your organisation's letter headed paper?

Signed and dated this form?