



**Cygnus Trust
Funding Application Form**

Please complete in block capitals:

YOUR ORGANISATION DETAILS:

Name of organisation:

Address:

Telephone Number:

Email:

Website:

Name of contact person(s):

Telephone number(s):

Mobile number(s):

Position(s) held in organisation:

Address for correspondence (if different from above):

About your organisation:

- | | |
|---|--|
| <input type="checkbox"/> Local Voluntary organisation | <input type="checkbox"/> Tenants/Residents Association |
| <input type="checkbox"/> Community Group | <input type="checkbox"/> Social Enterprise |
| <input type="checkbox"/> Self help group | <input type="checkbox"/> Sports/arts |
| <input type="checkbox"/> Registered Charity | Other:..... |



In which area are the main beneficiaries of your organisation

- Waltham Forest**
- Redbridge**
- Newham**

Numbers of staff: Full time: Part time: Volunteers:

Please provide names and positions of Management Committee Members:

Is the organisation part of a larger or national organisation? If so state its name:

List the main objectives of the organisation as set out in your constitution/regulations:



FINANCIAL INFORMATION

Does your organisation have a bank/building society account **yes** **no**

Account name: _____

Account number: _____

Account Sort code: _____

Does your organisation produce annual accounts
If yes please provide latest accounts

If in first year of operation please provide balance sheet

Are you registered for VAT **yes** **no**

Vat number: _____



ABOUT YOUR PROJECT

Title of project for which funding is requested:

**When will your project start:
End:**

Please tell us how your project fits in with the Cygnus mission

Give a short summary of the project and how it will be carried out:

Why do you think there is a need for the project and how was the need determined:

Which age group will benefit:

How will you demonstrate that your activity has successfully met its objectives:



FUNDING AND PROJECT COSTS

Item/Activity	Total Cost	Amount required from Cygnus

How have you worked out the costs?

If the total in column 2 is more than the total in column 3 where will you find the rest of the funding:

Please state confirmed matched funding or date of decision:

.....

Have you applied for funding from the Cygnus Trust before if so please give details of when you applied and if you were successful or not.



CHECKLIST

Before returning your completed application please ensure that you have enclosed the following documents:

- Completed and appropriately signed copy of the application form
- Copy of your constitution/governing document
- Copy of your latest audited accounts/ balance sheet
- Copy of bank statement/letterhead with bank details (last three months)
- Copies of quotes/estimates received
- Details of matched funding

DECLARATION

I am authorised to sign this application of behalf of my group

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

I understand that Cygnus Trust funding can only be used for the purposes for which it was given

I understand that we will have to provide evidence of how the funding was spent.

I understand that the project and associated photographs may be used for Cygnus Trust publicity purposes

Signed:

Name:

Position:

Dated:

Office Use

Approved

Declined

Date

signature