

Grant Application Summary

Trust/Organisation applied to:	
Purpose:	
Amount:	
Closing date:	
Date submitted:	
To be included:	Signed resolution <input type="checkbox"/> 2-3 quotes <input type="checkbox"/> Copy of accounts (may need to be audited) <input type="checkbox"/> Bank slip <input type="checkbox"/> Cover letter <input type="checkbox"/> Application completed and signed <input type="checkbox"/> Other <input type="checkbox"/>
Copy taken	<input type="checkbox"/>
Approved	<input type="checkbox"/>
Declined and why	<input type="checkbox"/>
Follow up:	
Notify Treasurer and Centre Meeting	<input type="checkbox"/>
Accountability Report/ Thank you letter (include invoices and bank statement)	Due date: Copy taken <input type="checkbox"/> Photos included <input type="checkbox"/> (Seek permission if people in them) Sent:
Acknowledgements	Included as separate line in Annual Accounts <input type="checkbox"/> Logo included on Facebook <input type="checkbox"/> Newspaper or community newsletter <input type="checkbox"/> President's report <input type="checkbox"/> Other: