

Tips for completing grant application forms

- 1) Use the application form for the current year. Old forms are no longer valid.
- 2) Please do not change or alter the application form / format in any way. Application forms are available in pdf format that can be printed and completed by hand.
- 3) If the space on the form is not sufficient, use and attach a continuation sheet.
- 4) The charity has a legal duty to make the best possible use of its limited funds. It is therefore important to give enough details of need to help the trustees to decide.
- 5) Please do not give the same narrative for all pupils. Give specific details about the financial needs of each pupil. For example, narratives such as 'low income family', 'economic hardship' are relative terms and can't be accepted. If in doubt, please give more details.
- 6) Please write legibly.
- 7) Please do a spell-check.
- 8) Please check before posting to make sure that the form is completed in full including bank account details, and signed. If you are not completing a column, please explain why and when the details will be provided.
- 9) Incomplete applications will be returned.

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