



CIHT FOUNDATION - APPLICATION FOR FUNDS

Please ensure you have read the CIHT Foundation Guidance Notes before completing.

About you

Name of organisation, or individual applying for grant:	
Address:	Post code:
Name of contact:	Post held:
Tel (Day):	Tel (Eve):
Web address:	Email:
Legal status of organisation:	
Charity number, if registered:	Year organisation established:

Request for funds

Amount requested from the CIHT Foundation: (£)
Purpose for which funds are requested: (30 words maximum)

Finance

Please attach a copy of the organisations accounts for the two most recent years, unless you are a newly formed organisation.

From your organisations most recent annual accounts, complete the following:

Financial year ended	Month:	Year:
-----------------------------	--------	-------

Total income	Total expenditure	Total reserves

Purpose

Describe what you want the grant for and why it is needed. Outline what you want to achieve with the grant and **how this meets the Foundation's criteria for funding.**

What is the total cost of the proposed activity/project? (List main expenditure headings and amounts)

When will funding be required?

What income has already been raised? (List amounts and main sources)

What other funders are currently considering the proposal and when do you expect to hear the outcome?

Monitoring and outcomes

How will you make sure the grant is well used?

What documentation will you supply to show that the grant has been spent?

Your application should be endorsed by a referee who knows you personally or the work of your organisation but is **independent** of it. It should **not** be a member of your organisation, someone who uses your services or a member of your family. Please ensure you select someone who is easily contactable.

Independent referee

Name:	
Occupation:	
Address:	
Post Code:	
Tel: (day)	Email:

Referee's statement

I confirm that I have known the individual/organisation and the work in undertakes for:
(insert period of time in months/years)

In my view, the work is valuable and of good quality. I have read this application and support the grant request. I am willing to discuss the application further if required.

Signed: _____

Date: _____

Print name: _____

Declaration

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

Signed: _____

Date: _____

Return the completed form to:

Peter Connolly
Director of Corporate & Business Services
CIHT Foundation
119 Britannia Walk
London N1 7JE

Or email to foundation@ciht.org.uk

Privacy Notice

The personal information you have provided by completing this form will be used by the CIHT to process your grant application. If your application is successful, summary information (name of individual / organisation and brief project description) will also be included in the CIHT's website and promotional materials.

The CIHT's Privacy Statement can be found at www.ciht.org.uk/privacy-statement

Any questions relating to Data Privacy with CIHT or this Policy should be sent by email to governance@ciht.org.uk or by writing to the Data Protection Officer at CIHT, 119 Britannia Walk, London, N1 7JE

Revised July 2019