Template – Small Grant applications

[Charity]

AJC Membership No: [ ]

[Address]

[Email address]

[date]

Dear Grants Officer,

**Re: Small Grants Application – [amount £\*][purpose for grant heading]**

We wish to apply for a grant in the sum of [£\* NB. MUST NOT EXCEED £5,000].

The purpose is to buy/pay for [brief details].

We attach [supporting quotes/emails].

We confirm on behalf of [name of charity/member] that we are unable to fund [grant purpose] from our own free resources.

The current state of our bank balance is [£\*] [attach bank statement].

We attach our most recent year-end balance sheet and income account. [if unable to provide, please explain why] [In the event your accounts indicate that you have sufficient funds but they are required for another purpose, please explain why your current funds cannot be used for the purpose you have applied to the AJC for a grant.]

We confirm on behalf of [name of charity/member] we are a voluntary run organisation with no permanent employees.

[We are a registered charity and our number is [\*].][We have submitted an application to register as a charity.][We do not intend to register as a charity with the Charity Commissioner.]

If you need to contact us further in relation to this application, please contact: [name, telephone number and email address insert].

Yours faithfully,

[representative]

[title of representative]