

**WOODEN SPOON  
PROJECT GRANT APPLICATION FORM**

For completion by applicants and despatch to:  
The relevant Regional Chairman. Details can be found on the  
respective pages of the website. For further information, please contact:  
Brian Hodges Development Director – Capital Projects 01372 450622

**Applicant details**

Applicant organisation: \_\_\_\_\_

Address (incl. postcode): \_\_\_\_\_

\_\_\_\_\_

Address of project (incl. postcode), if different: \_\_\_\_\_

\_\_\_\_\_

Name of Bank/Building Society: \_\_\_\_\_

Sort Code: \_\_\_\_\_ Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

Website address: \_\_\_\_\_

Charity No. (if appropriate): \_\_\_\_\_

Contact: \_\_\_\_\_ Position: \_\_\_\_\_

Tel. Work: \_\_\_\_\_ Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ email: \_\_\_\_\_

Brief description of applicant organisation (Origins, time in existence, activities, etc.):

What is the tenure of the applicant organisation in the premises housing the project?

If premises leased, when does the lease expire and with what breaks?

When is a decision required from Wooden Spoon and what are the time-critical factors?

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**Project details**

Title of project (e.g. Play Area, Extension of building, etc.):

Brief description of project:

Benefits to be derived from project:

During its first 12 months, **approximately** how many disadvantaged children/youths (aged under 25) will make use of the project. Please split into:

'Own' \_\_\_\_\_ and 'Visitors' \_\_\_\_\_

**Approximately** what % age of total users would be disadvantaged children/youths (aged under 25) \_\_\_\_\_

Estimated total cost\*  
(incl. VAT burden if the Applicant does NOT recover all VAT)  
\* including all professional fees

£ \_\_\_\_\_

What funding are you seeking from Wooden Spoon?

£ \_\_\_\_\_

What funding does your organisation have available?

£ \_\_\_\_\_

Shortfall, if any?

£ \_\_\_\_\_

How will the shortfall, if any, be raised?

Is planning permission/change of use necessary?

Y/N \_\_\_\_\_

If yes, estimated date by which it will be obtained (MM/YY)

\_\_\_\_\_

How many quotes/tenders will be (or were) obtained?

No. \_\_\_\_\_

Basis of choice of supplier/contractor:

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Anticipated timing for project: \_\_\_\_\_

Start build/installation (MM/YY) \_\_\_\_\_

Finish build/installation (MM/YY) \_\_\_\_\_

Commissioning complete (MM/YY) \_\_\_\_\_

Ready for use (MM/YY) \_\_\_\_\_

Governing factors for timing:

Wooden Spoon would normally expect to make funds available broadly to match beneficiaries' cash-flow needs on projects (where appropriate in the proportion that our contribution bears to the overall project cost). When do you expect payments to be required and in what sums:

Payment	MM/YY	£
1.		
2.		
3.		
4.		
5.		
<b>Total</b>		_____

### Further considerations

Wooden Spoon normally expects projects it supports (or the relevant identifiable part) to be 'badged', where appropriate, by naming as

The Wooden Spoon \_\_\_\_\_

Would this cause a problem?

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We would expect there to be publicity generated as a consequence of our supporting a project. What media coverage would you expect to be able to achieve, eg at a formal opening/handover?

Wooden Spoon has a number of major corporate sponsors and it is our practice to arrange visits for their personnel to completed projects for them to be able to see how their contributions are working to the benefit of disadvantaged children and youth. Would there be any practical restraints in this case (other than reasonable numbers and adequate notice)?

What opportunities might there be for your organisation to support Wooden Spoon events or for joint fundraising events?

(For schools only) Would you consider supporting Wooden Spoon through your programme of charitable giving?

Have you previously applied to Wooden Spoon for a grant? If so, what was the outcome?

Are there any other matters you wish to bring to our attention?

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**Please attach:**

**Tick**

Brochure, Prospectus or similar, if available

Latest Accounts (where appropriate).

Project drawings, sketch

Cost estimates, quotations for project

Appeal literature, if any

Other relevant/useful documents (describe):

Name of person completing this form \_\_\_\_\_

On behalf of (Applicant Organisation) \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_