



Bishop's Stortford and Stansted Round Table

Charitable Donation Request Form



Bishop's Stortford and Stansted Round Table is keen to support many aspects of community life and gives to many diverse parts of the community. Round Table encourages applications which enhance the social and environmental well-being of the community and community groups. Donations are intended to be directed towards local groups, individuals, charities and projects that are in need of funds to partially or fully assist in the purchase of services or materials which will be for the sole benefit of the individual(s) or group making the application.

Examples of projects which the Round Table might be likely to look favourably on are:

- Projects which are of special help to young or elderly groups. For example, scouts, guides, youth clubs and friendship clubs.
- Projects which support community life in general such as improvements to community facilities such as village halls.
- Arts, cultural and sports projects such as support for amateur drama and sports teams.

Round Table will look favourably on applications which can demonstrate strong community support, result in a long-term enhancement and enable applicants to attract other sources of funding. Efforts made by the organisation to raise their own funds and source further grants will also be noted.

Round Table will normally consider proposals once per quarter. Applicants will be informed by email of the outcome of their application. Donations will be paid by bank transfer to the account belonging to the organisation making the application.

Round Table representatives reserve the right to inspect projects during their progress or at completion and to only make payments on the production of an invoice. Staged payments may be applicable in some cases.

Round Table is not likely to make donations of more than £2000 except in exceptional circumstances.

How to Apply

Complete and sign the donation request form and email it to bishopsstortford@roundtable.org.uk. Only donation requests submitted on this application form will be considered.



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Individual/Organisation Details

Name of Organisation	
Name of Applicant	
Position Held at Organisation	
Postal Address	
Email Address	
Contact telephone number(s)	
When was the organisation established?	
Status (if Charity please give number)	
Are you part of, or affiliated to, a larger Organisation? If so please give details.	
Are you a club? If so, how many members do you have?	



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Application Details

How much is being requested?

In no more than 20 words, please describe what is the request for?

In detail, please describe who will benefit from the donation? Avoid using statements such as 'the community'.

What support has the project received or expected to receive from other organisations?

What is the total cost of the project and, if applicable, how will any deficit be made up?

Declaration

I declare that the information given on this form is true and that any funds received will be used solely for use on the project as detailed in this application. I agree to make invoices/receipts available on request. I agree to abide by any conditions set out by the Round Table in making the award. I agree to return any donation made if it is no longer possible to proceed with the project as detailed in this application. I agree that if successful, details of the donation and/or project may be published by the Round Table and used in publicity material.

Applicant's Signature

Date