



Garfield Weston
FOUNDATION

Postal Application & Checklist



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Postal Application Checklist

To submit a funding application through the post to the Foundation, please ensure you have completed the following:

- 1** Check that you are eligible to apply for funding and read our guidelines thoroughly. Please refer to our website - www.garfieldweston.org
- 2** Write your funding proposal - this should be a maximum of 10 sides of A4 including your budget and fundraising plan. We require all your information to be within this one document - we cannot accept appendices.
- 3** Print your funding proposal.
- 4** Ensure you have printed out a copy of your organisation's latest audited accounts. If you are not required to create audited accounts, please provide management accounts and a copy of your organisation's latest bank statement.
- 5** If you are applying from a church or place of worship, please ensure you have printed out a picture of the exterior of the building.
- 6** Print out and complete the below Application Information document (see next page).
- 7** Send your funding proposal, accounts, church picture (if relevant) and Application Information form in an envelope to the following address:

Garfield Weston Foundation
Weston Centre
10 Grosvenor Street
London
W1K 4QY

We will send a letter of acknowledgement within 4 weeks of receiving your proposal. If after 4 weeks you have not heard from us, please contact us.



Application Information Form

Please complete this form in CAPITAL LETTERS and return it with your funding proposal, accounts and picture of church (if relevant) to:

Garfield Weston Foundation
Weston Centre
10 Grosvenor Street
London
W1K 4QY

Name of organisation

.....

Grant cheque payable to (if different from above)

.....

Charity registration number

.....

Project name

(or whether application is for core costs/unrestricted grant)

.....

Addressee

Title

.....

First name

.....

Surname

.....

Job title

.....

Address

.....

.....

Postcode

.....

Telephone number

.....

E-mail address

.....

Category of organisation (Please tick **one** only. Don't worry if your charity could be described in more than one category as it has no bearing on how likely your project is to be funded.)

Arts

Community

Education

Environment

Faith

Health

Museums & Heritage

Welfare

Youth

Other

Have you applied for a grant from the Garfield Weston Foundation before?

Yes No (please tick as appropriate)

The HMRC requires you to confirm your organisation's tax residence status. If it is based in the UK please tick 'yes' even if you do not pay tax.

Yes No