



The Foundation  
for Sport  
and the Arts

## Submission of Applications

It is requested that applications be submitted with information in the following order:

1. A completed questionnaire. This is important: cases are delayed if there is no completed questionnaire. N.B. Item 3. The charity registration number must be that applicable to the organisation applying.
2. A synopsis of the key elements set out on one or more sheets of A4 size paper.
3. A detailed description of the purpose for which a grant is sought. Where applicable this should be backed up with the reports of consultants and professional advisors.
4. Full details, including quotations if applicable, of the cost of the project.
5. A statement of the way in which it is proposed to fund the project, with information on other money which will, or may, be committed alongside that of the Foundation.
6. The latest financial statements of the enterprise to be assisted, including audited accounts if applicable. N.B. It may be appropriate to include statements of any parent organisation.
7. In the case of a club or organisation a potted history of its founding, development and future aims,
  - a. What number of people can be accommodated in the auditorium or spectator accommodation?
  - b. The precise nature of the ownership of the club, society, premises, trustees, members, committee or the like
  - c. How many members, age range, affiliations, junior section etc.
8. Information as to the persons who will be involved in the realisation of the plan. Where available and applicable, facts as to suppliers and contractors who will be, or who may be, invited to give effect to the proposals.

It does not matter if you repeat any information under items 2-8 that you have answered on the questionnaire.

Send your applications to: **Secretary to the Trustees, Walton House, 55 Charnock Road, Walton, Liverpool, L67 1AA.**

### **PLEASE NOTE:**

**Following a review of the current level of reserves and in light of the fact that that their only source of income is now the interest generated by those reserves, the Trustees have decided to cease the activities of the Foundation at the end of March 2012. This will enable them to continue to make awards at the current annual levels, and to bring matters to a close in the same year as the London Olympics - a fitting climax. To assist a smooth closure program, no new applications for funding will be considered after the end of March 2009.**



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Ref:

**Questionnaire**

Please complete in block capitals or typewritten and send it to us with your application (or as a follow up to it).  
Please note there is no application form.

Name of Organisation:

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Location/address of Organisation:

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Correspondence address:

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Contact (to whom correspondence should be sent):

Daytime telephone number: \_\_\_\_\_

Evening telephone number: \_\_\_\_\_

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

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

E-mail: \_\_\_\_\_

If the application is successful, to whom should the cheque be made payable? (Offers in relation to premises may be made, in some circumstances, to owners of the property).

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Brief statement of purpose of grant:

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1. Are you also applying or do you intend to apply to the Lottery for assistance?  
If Yes, to which agency? Provide brief details (quote reference if you have one):

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- 2.a. From whom have you received help (or firm offers)? State amounts:

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- 2.b. To what other organisations or persons have you applied for help?

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- 2.c. Where else do you have hopes of obtaining assistance?

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3. Registered Charity

Yes/No

If yes, registration number: \_\_\_\_\_

4.a. What is the anticipated total cost of the scheme?

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4.b For How much are you asking the Foundation?

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4.c. What is the least you need from us to allow your scheme to go ahead?

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5. Extended description of project for which funding is sought:

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6. Where the grant is for events or festivals please specify dates. (Or the latest date you need to have a reply):

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N.B The date given may not be possible; please see Guidelines concerning potential delays in responding to applicants.

7. What numbers of people will benefit from the project?

Actively: \_\_\_\_\_

Passively (e.g. spectators): \_\_\_\_\_

8. Is there shared use? (This question may not apply):

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9. If there are premises or land involved:

a. Who owns them?

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b. Are they leased?

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c. Until when?

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10. Any additional comments you may wish to make:

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11. Have you previously applied to the Foundation for assistance? If yes quote reference number:

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Please provide on this sheet an item breakdown of the expenditure making up the total anticipated cost you have entered in answer to question 4:

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12. Would a grant help create or save employment?

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Please give the names and addresses of the officers and committee (or other governing body) of your organisation:

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Please put answers to questions in the spaces on the questionnaire. If you merely say 'attached' we may never know the answer!

**NOTICE**

Applicants are informed that news of grants is released to the media. Details are forwarded to local papers and Members of Parliament in the area where a grant is made. It is a condition of the submission and receipt of an application that unless the Trustees of the Foundation resolve to the contrary in any particular case the information and the documents appertaining to the application may be published at the Foundation's discretion.