

There are no formal deadlines for submitting applications and organisations should allow approximately three to four months for a final outcome, though acknowledgement letters are sent within four weeks. Please note that once an acknowledgement letter has been sent there is typically no further correspondence until the outcome of the application. The Garfield Weston Foundation is delighted to consider applications from churches, and as they are exempt from charitable registration in the UK, we ask for some additional information in applications; this is outlined below:

**1. Completed Application Form**

A copy of this one-page form can be downloaded from this website in both Word and PDF formats.

**2. A covering letter**

The application should include a covering letter signed by an authorised representative of the charity. This should summarise the project or request.

**3. The church postcode.**

**4. Details of the history of the church & photos**

Photos are appreciated where available, the church history may be included in a brochure or leaflet, or in the covering letter, whichever is most practical.

**5. Details on who uses the church**

This should include information on how many people use the church including details about community groups who use the facilities and how often. This can be contained in the covering letter if you wish.

**6. A synopsis of the project**

Please provide a summary of the project for which you are requesting funding, with details of the benefits and anticipated outcomes. This can be contained in the covering letter if you wish.

**7. A copy of the most recent report and audited accounts**

**8. A financial plan for the project**

This should include a budget with details of anticipated expenditure over the course of the year, along with any anticipated income.

**9. Current and proposed fundraising plan**

Please outline what funds have already been secured and from which sources, including the amounts. Please also provide details of planned fundraising activity and where it is proposed to source any funding shortfall. This can be contained in the covering letter if you wish.