

**JOHN BRISTOW AND THOMAS MASON TRUST**  
**Registered Charity No. 1075971**

**GRANT APPLICATION BY AN ORGANISATION**

Please read these notes before completing the attached application form

The John Bristow and Thomas Mason Trust can give grants to organisations in the area of benefit (or to organisations outside the area if the project is of benefit to the residents living within the boundary area).

The area of benefit is the 1926 boundary of the Parish of Charlwood which includes Hookwood and Lowfield Heath.

All applications are considered on merit taking all parts of the area of benefit equally.

Trustees meet every other month, usually the third Thursday of the following months: January, March, May, July, September and November. Applications for grants need to be received by the Trust Secretary at least 2 weeks before the meeting. These applications will be considered by the Trustees and a reply would normally be sent by 2 weeks after the meeting.

Please fill out the form giving any additional information on a separate sheet. It is helpful for the Trustees to have as much information about the project as possible.

Where an application to the John Bristow and Thomas Mason Trust is for the whole cost, or a major part of the cost of the project, the Trustees will require 3 written, up-to-date estimates.

Grants will be paid against invoices to the applicant. The Trust does not pay grants direct to contractors/builders/retailers.

The Trust Secretarial contact or any of the Trustees will be pleased to advise you how to complete the form and whether your application is likely to be eligible.

**JOHN BRISTOW AND THOMAS MASON TRUST**  
**Registered Charity No. 1075971**

APPLICATION FOR A GRANT

1. Details of applicant

Name .....

Office held .....

Organisation .....

Address .....

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Tel. No. .... Email.....

2. Description of Organisation - including a) its main purposes b) number of members  
c) those who will benefit from the project etc.

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3. Details of project - please include as much information as possible bearing in mind  
that under the strict terms of the Trust Scheme the Trustees are only able to help  
those living in the area of benefit - use a separate sheet if necessary.

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4. Total cost of project

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5. Income of organisation - please supply a) a copy of the last annual accounts and  
b) details of the amount available for the project from the organisation's own funds.

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6. Fund Raising - please give details of fund raising for the project.

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7. Other Funding - please give details of other requests for financial assistance including  
any unsuccessful applications.

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8. Ongoing running costs - if the project will have continuing costs in the future, please  
indicate how these are to be funded.

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9. Ownership of Assets - please state who will own the assets purchased with a grant

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10. Amount of grant requested from the John Bristow and Thomas Mason Trust

Grant £.....

11. Date when money would be required - Grants will only be paid against invoices.

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12. Cheque payable to : .....

Signed..... Date .....

Please return to : Mrs Sam Songhurst  
Trust Secretary  
Beech Hay  
Ifield Road  
Charlwood  
Surrey  
RH6 0DR