



## Channel Islands Christmas Lottery 2009

### ***Charity Grant Application***

This application pack is for members of the Association of Guernsey Charities to apply for a grant from the 2009 Channel Islands Christmas Lottery. Please read these notes before applying.

To enable us to process your application please complete all sections of the form, answering all questions as fully as possible. Please print clearly throughout.

If you have any further documents or supplementary information supporting your application (e.g. project details, quotations, etc.), these should be included in addition to writing a summary on the application form. Lottery grants can only be made for projects within the Bailiwick of Guernsey to be undertaken during 2010. All applicants must have complied with the *Charities and Non Profit Organisations (Registration) (Guernsey) Law, 2008*, with their name appearing on the Charities Register prior to submitting any application for a grant (the registration number must be quoted on the application).

Applications can only be considered when full details have been provided, and a copy of your latest accounts has been included. If accounts are not sent, your application cannot be considered. (Accounts should consist of an *Income & Expenditure Account* AND a *Balance Sheet*). You also need to specify the total of all monies held by your organisation as at 31 December 2009. This must include all bank/savings accounts and investments. If any explanation is required (e.g. if money is being raised or held for another project) this should be attached on a separate sheet.

Please note the points outlined in the "Declaration" on page 2. In particular, that you are applying for a grant towards a specific purpose. If your organisation does not proceed with the project as specified, or your circumstances change that you no longer require the funding, then the Association of Guernsey Charities must be notified.

Please send your application (and all supporting paperwork) to:

**The Secretary,  
The Association of Guernsey Charities,  
C/o Martel Dunn Recruitment,  
3 Cornet Street,  
St. Peter Port,  
Guernsey,  
GY1 1BZ.**

Completed applications (including all supporting paperwork) needs to be received no later than **Monday 01 February 2010.**



**Section 4. Financial Details**

What are the usual sources of income for your organisation? .....

Are the funds wholly spent in the Bailiwick? YES  NO

Do you seek funds from the public? YES  NO

Please give the total of all monies held by your organisation (i.e. The balance of all of your organisations accounts & investments) as at 31 December 2009 £.....

Did you receive a grant from the States of Guernsey in 2009? YES  NO  Amount? .....

Do you expect to receive a grant from the States in 2010? YES  NO  Amount? .....

Did you receive a grant from the 2008 Christmas Lottery? YES  NO  Amount? .....

If yes, please confirm how the money was spent: .....

**Section 5. Declaration**

This application has been authorised by the officers of the charity named overleaf. All information is correct to the best of our knowledge and belief. All questions on this form have been fully answered (if additional space is required, please use extra sheets - you should also enclose any information substantiating your application).

All bank accounts held by our charity have been declared and are included in the information given. **Copies of the latest annual accounts (income and expenditure account and balance sheet) have been enclosed.**

If the Association of Guernsey Charities is able to allocate some, or all, of the funds requested, we confirm that the money will be used for the purposes described and, if required, receipts will be made available. (If some or all of the money is subsequently not required for the purpose for which it was granted, then the Association should be notified and any unused money returned).

We understand that details contained in this application may be made available to members of The Association, and to the States of Guernsey Department for Culture and Leisure. Additionally, if the application is successful and some or all of the money requested is granted, the Association of Guernsey Charities will release details of the amount given, and how it will be spent, to the media.

If your application is not successful, The Association may on occasion, at its discretion, pass details of your application to a third party for their consideration. If you do not wish your application to be forwarded in these circumstances, please tick here.

**This form must be signed by two authorised members of your committee.**

Signed ..... Signed .....  
Name (print) ..... Name (print) .....  
Position ..... Position .....  
Date ..... Date: .....

Your application must be received no later than **Monday 01 February 2010.** Please return to:

The Secretary, The Association of Guernsey Charities,  
C/o Martel Dunn Recruitment, 3 Cornet Street, St. Peter Port, Guernsey, GY1 1BZ.



## IMPORTANT UPDATE – PLEASE READ

In 2010, the Association is changing the way in which we communicate with our members. In order to streamline our administration, and cut significant costs, we will no longer be sending information out by post, and will **ONLY** contact members by email. This includes all official communications, and notices of meetings. This new process will also enable us to quickly, and efficiently relay urgent information of interest to charities. (There may be occasions when individual communication by post could be required, so please also provide your postal address).

If you have not recently provided these details, please help us to update our records by either completing this form, or by sending the requested information to us by email to [secretary@charity.org.gg](mailto:secretary@charity.org.gg)

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**Official Charity Name:** .....

**Member Number:** .....

**Date:** .....

**1. MAIN CONTACT (this will be the person in your organisation who will receive OFFICIAL correspondence from the Association)**

Contact Name: ..... Position: .....

Email Address: ..... Telephone No. ....

Postal Address: .....

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**2. WEBSITE CONTACT (these details will appear on your charity's page on our website)**

Contact Name: ..... Position: .....

Email Address: ..... Telephone No. ....

Charity Website Address: .....

Every member of the Association has an information page on our website ([www.charity.org.gg](http://www.charity.org.gg)). Please check the details on your page and notify us if this needs amending. Please notify changes by email to: [mail@charity.org.gg](mailto:mail@charity.org.gg)

If your charity operates a shop, we would also like to include your details in our “charity shops” section of the website. Please contact us for details.

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Please return to Sandra Martel-Dunn, Hon. Secretary,  
Martel-Dunn Recruitment, 3 Cornet Street, St Peter Port, Guernsey GY1 1BZ