

Windmill Community Transport Trust Fund
Registered Charity Number 1090793

Confidential application for financial assistance FOR TRIPS IN 2020

Application should be completed in block capitals. Please note that we can only make grants in furtherance of our stated aims and charitable objects. A statement of these is available separately. Please refer to our criteria (page 4 of this form) before completing the form.

Section 1			
Name:	<i>(If the application is submitted on behalf of a group or organisation please provide the name of the organisation and the name of the person applying.)</i>		
Address:			
	Post Code:		
Telephone No.	Mobile No.	E mail address	

Section 2	<p><i>Please tell us why you need financial support from the Windmill Community Transport Fund, what the money will be used for, what benefits it will provide and to whom, what the total cost is and how much you need from us. Only in exceptional circumstances will the Trust pay the full amount Our aim is to pay a contribution towards your ACCESSIBLE transport costs</i></p>
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Original 1.7.18 Amended 5/10/18
 Please return the completed form to Windmill Community Transport, Walsham
 Cottage, Sanderson Lane Oulton, Leeds LS26 8HB

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	<p><i>Please enclose copies of any quotations you have obtained for your trip(s) above.</i></p>
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Section 3	<p><i>Have you organised any fundraising activities for the transport elements of these activities, or approached any other organisations/ groups for financial support?</i> YES / NO. <i>If YES please tell us what has been achieved and how much money you have raised.</i> <i>If NO, tell us why</i> <i>Please tell us the proportion of your trip(s) paid for by the participants.</i></p>

Section 4	<p>Payment Details and Monitoring. <i>If your application is successful we will normally issue a cheque for the amount of the award. If you do not complete this section we will not process the application.</i> Windmill requires receipted copies of all paid invoices relevant to any successful application to be submitted as soon as possible after the activity has taken place. Failure will result in no further applications being considered in future years.</p>
	<p>Bank Account Name: _____</p> <p>Name of the account that a cheque should be payable to (This must be the same as the name shown on your organisation's bank documents).</p>

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Section	<i>Print Name</i> <hr/> <hr/> <i>Role within the Organisation:</i> <hr/> <hr/> <i>Signature</i> <hr/> <hr/> <i>Date</i> <hr/> <hr/>
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Any additional information you wish us to know about in support of your application.

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STATEMENT OF INTENT for 2020

The services of Windmill Community Transport are now provided on behalf of Windmill by Ross Travel Group. Following this change, funds are still held by Windmill and the Trustees have decided to pass these on, through a grant scheme with preference being given to previous Windmill uses.

Applications will be considered from Organisations within the Leeds Metropolitan Area or exceptionally outside this should the Trustees so decide.

Further guidance on eligibility and the application procedures and forms are enclosed. Information can also be downloaded from our website www.windmillcoaches.org.uk

WINDMILL COMMUNITY TRANSPORT FUNDING CRITERIA

PLEASE NOTE - THE WINDMILL TRUST FUND WILL ONLY CONTRIBUTE TOWARDS ACCESSIBLE TRANSPORT COSTS

- Organisations whose activities provide transport facilities for the elderly, infirm and /or physically disadvantaged will be given consideration for grant assistance to facilitate trips to enable such persons to enjoy social outings.
- Applications will be considered from Organisations based within the Leeds Metropolitan area.
- The maximum amount awarded will normally be capped at £1000
- Only one application per calendar year will be considered but this may cover a number of trips
- The applicant will provide:
 - details of the proposed trip including date: destination: numbers travelling and justification of costs and funding required
 - full costings including estimates of coach hire
 - At the end of the grant, confirmation of completion of excursion with receipted invoice for the hire of the coach where appropriate

The applicant Organisation will provide full information about their structure: contact details: financial position and general sources of income.

Closing dates for applications for trips in 2020

31 st October 2019	Trust fund meeting	21 st November	Notification by 30 th
November			
17 th January 2020	Trust fund meeting	February	Notification by
15 th March			
1 st May 2020	Trust fund meeting	mid May	Notification by 31 st
May			
FOR 2021			
31 ST October 2020			

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