**The Enfield Society – Application for a Grant**

The Enfield Society is able to make grants for projects which will further its aims and objectives as a charity. The Society’s object is the conservation and enhancement of the civic and natural environment of the London Borough Enfield and its immediate surrounding area for the public benefit. In particular it aims to

* Conserve and enhance buildings of architectural quality or environmental interest
* Defend the integrity of the Green Belt
* Protect and improve open spaces and views
* Ensure that new developments are environmentally sound and well designed and take into account the relevant interests of all sections of the community
* Assist in the preservation of footpaths, commons and rights of way.

Applications will be considered for grants of between £100 and £5,000. Since our resources are limited we prefer not to provide 100 per cent of the cost of a project, and we would encourage applicants to look for additional sources of funding unless they can demonstrate that this is inappropriate in their circumstances.

Please note that the Society does not normally make grants for the repair or improvement of private residential property.

Applications should be made to the Secretary of the Society at Jubilee Hall, 2 Parsonage Lane, Enfield EN2 0AJ (or preferably by email [secretary@enfieldsociety.org.uk](mailto:secretary@enfieldsociety.org.uk)) and should include:

* The full name and address of the applicant
* If the applicant is not an individual:
  + details of its legal status (eg registered charity, limited company)
  + The name of the individual responsible for the application and his or her status in relation to the applicant (eg director, trustee, secretary)
* A brief description of the project for which the grant is requested
* The expected cost of the project
* The amount requested
* Details of other intended sources of funding where relevant.
* The proposed timing for payment of the grant. (Where the Society is to be responsible for a significant part of the cost of a project it will normally expect to make payments at pre-agreed stages against claims from the applicant supported, where appropriate, by agreed evidence, eg suppliers’ invoices.)

The Society may require additional information in order to make a decision. It reserves the right to consult people with appropriate expertise outside the Society and to share with them the information provided by the applicant. Making any grant is at the discretion of the Society and its decision is final. Decisions are made by the Society’s Management Committee, which normally considers applications for grants monthly.

If a grant is made:

* The Society will expect to be kept informed about the progress of the project.
* Unless the Society is providing the entire funding for a project, the Society will wish to be satisfied that the applicant has raised the remainder of the funding from other sources.
* We normally ask applicants to obtain and let us see three estimates for the work concerned, and to consult the Society about which estimate to accept.
* In the case of building work, etc the Society is concerned that it is done to a standard appropriate to the building, and would wish to be consulted before the applicant signs off the work with the contractor as acceptable.
* We expect to make payment(s) against claims supported by agreed evidence that the relevant expenditure has been incurred (eg copies of suppliers’ invoices).
* We ask applicants to give us an indication of when they expect to claim payment of the grant. While we are happy to consider extensions of time if necessary, we reserve the right to cancel the whole or any part of the grant which is not claimed within six months of any agreed date.
* We generally ask for there to be some indication of the Society’s funding on-site – eg an appropriate plaque.
* The grant may be made subject to other conditions determined by the Society.

The Secretary is always happy to have an initial discussion before an application is made – please contact him by email as above.

January 2018

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**Application Form**

* Before completing this form please read the accompanying notes.
* Please send the completed form to the Secretary of the Society at Jubilee Hall, 2 Parsonage Lane, Enfield EN2 0AJ (or preferably by email to [secretary@enfieldsociety.org.uk](mailto:secretary@enfieldsociety.org.uk)) .

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| --- |
| ***Full name and address of the Applicant*** |
| ***Legal status (eg registered charity, limited company), if the applicant is not an individual*** |
| ***Full name and contact details of the individual responsible for the application***  ***Email:*** ***telephone:*** |
| ***Status (eg director, trustee, secretary)*** |
| ***Brief description of the project for which the grant is requested.***  *(Please add further sheets if necessary*) |
| ***Overall expected cost of the Project and details of any other funding sought or obtained*** |
| ***Amount requested*** *(between £100 and £5,000)* |
| ***Expected timing for disbursement of the Grant*** *(see accompanying notes)* |

In making this application I confirm that

* I have authority to make it on behalf of the Applicant named above;
* the Applicant understands that (1) the Society may require additional information in order to make a decision; and (2) making any grant is at the discretion of the Society and its decision is final.

Signed by or on behalf of the Applicant:

Name (in block letters) Signature Date

RS/August 2014