

GRANT REQUEST FORM

Please complete, sign and return this form when you require release of the grant awarded. Please ensure you provide copy paid invoice(s) (not proforma) relating to the work for which the grant was awarded - these should cover the value of the grant as a minimum and the invoice should be dated after the date the grant was awarded. Please also provide a recent copy bank statement with the Church name on.

Send your form and attachments to the Trust Administrator at the email address below:

Email: admin@candgtrust.org.uk

Name of Organisation	
Value of Grant Awarded	
Date Grant Awarded	

Part one: How the grant has been spent

The grant was awarded for the following items or activities:

Give a breakdown of the items or activities funded by the grant as outlined in your application form:

If how you spent your grant differs from what you put in your application form, you must explain why and advise how this has allowed you to achieve your outcomes. Give details of any contact you had with us to agree any changes. You will need to return any of the grant you have not spent to us.

Part two: What the grant has achieved

2a) Tell us about the difference your project has made:

2b) Tell us about any wider benefit to the community:

Part three: Declaration

The declaration must be signed by the responsible officer in your application form.

I confirm that the details in this form are correct and that we will keep all financial records and accounts, including receipt for items purchased with the grant, for at least two years from payment of the grant. We understand that this does not release us from our statutory obligations to keep records for longer periods. We are aware that we may be asked to forward receipts for inspection or that we may be visited by you to inspect our records.

Title	Forenames (in full)	Surname
Position in Organisation	Telephone number	
Signature	Date	