

## Notes for Applicants

1. Written applications should only be made on the official application form, a link for this application form can be found on our website [www.henderson-norwich.org](http://www.henderson-norwich.org)
2. Applications will be considered by the Small Grants Committee
3. Please provide as much information as possible to support your application and to speed up the assessment
4. Successful applicants will be asked to provide a short written report after the activity/project has been completed.
5. Successful applicants will also need to provide evidence that all relevant policies are in place (i.e. Safeguarding, child protection etc.)

### Area of benefit

The fund is for the benefit of residents in the area covered by Henderson Trust – North Earham, Marlpit, Larkman and West Earham.

### Who can apply?

Constituted groups and organisations with an income of less than £10k per annum or residents interested in starting a group activity. If for example someone wanted to try holding a new fitness class or coffee morning at a local venue before committing to setting up a group or a regular booking slot, the fund could be used to pay their venue hire direct for an agreed number of sessions as a trial, or the funder would consider making purchases on their behalf for example refreshments.

Grant payments will only be made into a group bank account.

The fund cannot be used to purchase kit or activities for individuals.

### What is it for?

Delivery of and equipment for, activities taking within the HT area and funds to take residents of the HT area to access activities elsewhere.

### How much can be applied for?

£50 up to £500 per application (*no more than £500 per group per year*)