

# Grant Application Forms 2025

**Please note: All Applicants must have read the new Terms and Conditions and have spoken with The Trust's Director before submitting their application.**

## Application Deadlines

To be considered, applications **MUST** be received in accordance with the deadline dates below. All Events must take place after the Date of Trustees Decision:

### Application Deadlines

Monday 13 January 2025  
Monday 7 April 2025  
Monday 7 July 2025  
Monday 6 October 2025

### Trustees Meeting

Tuesday 28 January 2025  
Tuesday 29 April 2025  
Tuesday 29 July 2025  
Tuesday 28 October 2025

**Please submit your application to:**

The R C Sherriff Trust  
Office 111,  
1st Floor,  
Ashley Park House,  
42-50 Hersham Rd,  
Walton-on-Thames  
KT12 1RZ

email: [arts@rcsherrifftrust.org.uk](mailto:arts@rcsherrifftrust.org.uk) [www.rcsherrifftrust.org.uk](http://www.rcsherrifftrust.org.uk)  
Registered Charity No.272527

Application Cover Sheet	Page 2
Individual/Organisation & Proposed Project Details	Page 3
Project Grant Budget	Page 5
Underwriting Grant Budget	Page 7
Capital Grant Budget	Page 9

**Application Cover Sheet**  
**To be completed and submitted with every grant application**

Name of Applicant / Main Contact:	
Name of Organisation, School or College (if applicable):	
Address:	
Telephone Number:	
Email address (if checked regularly):	
Grant Category applied for: (please tick as appropriate)	Project <input type="checkbox"/> Underwriting <input type="checkbox"/> Individual <input type="checkbox"/> Capital <input type="checkbox"/>
Amount Sought:	£ _____
If successful, to whom should the cheque be made payable?	

**I/We\* confirm that this application presents accurate details of my/our\* future plans. I/We\* have read the conditions of the R C Sherriff Trust and agree to abide by them and the decision of the Board of Trustees.**

**Signed: \_\_\_\_\_ Dated: \_\_\_\_\_**

**PRINT NAME: \_\_\_\_\_**

**Position within organisation (if appropriate): \_\_\_\_\_**

**Address and telephone number (if different from above):**

*\*Delete as appropriate*

## Details of Individual/Organisations

To be completed in black ink or type and returned to the Director with the Cover Sheet

### To be completed by Organisations

Organisations	
What year was your organisation founded?	
Is it formally constituted?	
Your registered charity number (if applicable):	
How many members does your organisation have?	
How many members are resident in Elmbridge?	
Aims and objectives of the organisation:	

### To be completed by All Applicants

Name of the performance / event:

**Please describe the above project/event which the grant will be used to support, including dates of when it will take place (continue on a separate sheet if required):**

**Which art form(s) does the project involve? (tick as appropriate):**

Theatre  Music  Dance  Film  Crafts

Visual Arts  Combined Arts  Disability Arts  Literary Arts

Youth Arts

**Please state which of the Trust's aims this project supports (found on page 5 of the Grant Guidelines):**

**Please describe how the project will benefit you / your work / your artistic development, or that of the organisation you represent, and how it will benefit the residents of Elmbridge:**

*Attach additional sheets if necessary*

## Budget for Project Grant

To be completed by all Applicants for Project and Individual Grants

### INCOME

Please adapt this budget to suit your application

<b>Grants from Local Authorities, Arts Council, other Trusts &amp; Foundations etc (please specify sources and amounts)</b>	£
<b>Sponsorship by businesses or individuals (please specify sources and amounts, including estimated value of any sponsorship in kind)</b>	£
<b>Estimated box office income (if applicable)</b>	£
<b>Estimated bar/catering income (if applicable)</b>	£
<b>Estimated sales income from books, art works etc (if applicable)</b> <i>Please attach a breakdown of these estimates e.g. number of tickets at the relevant prices per night, number of pictures sold at average price etc.</i>	£
<b>Other areas of income (please specify sources and amounts)</b>	£
<b>TOTAL INCOME</b>	£

### EXPENDITURE

**Artists fees / cost of equipment (if applicable)**

£

**Venue hire (if applicable)**

£

**Transport hire (if applicable)**

£

**Materials (please specify)**

£

<b>Administration</b>	£
<b>Marketing costs</b>	£
<b>Telephone / stationery / postage</b>	£
<b>Other (please specify)</b>	£
<b>TOTAL EXPENDITURE</b>	£
<b>Amount you are seeking from the Trust</b>	£

## Budget for Underwriting Grants

To be completed by all Applicants for Underwriting Grants

### INCOME

Please adapt this budget to suit your application

Grants from Local Authorities, Arts Council, other Trusts & Foundations etc. (please specify sources and amounts)	£
Sponsorship by businesses or individuals (please specify sources and amounts, including estimated value of any sponsorship in kind)	£
Maximum achievable box office	£
Minimum estimated box office	£
Estimated bar / catering (if applicable)	£
Other areas of income (please specify sources and amounts)	£
<b>Total Maximum Estimated Income (inc. Max box office &amp; other areas of income) A</b>	£
<b>Total Minimum Estimated Income (inc. Min box office &amp; other areas of income) B</b>	£

<b>EXPENDITURE</b>	
Artists fees / cost of equipment (if applicable)	£
Venue hire (if applicable)	£
Transport hire (if applicable)	£
Materials (please specify)	£
Administration	£
Marketing costs	£
Telephone / stationery / postage	£
Other (please specify)	£
<b>TOTAL EXPENDITURE C</b>	£
<b>Maximum amount you are seeking from the Trust (Total Expenditure (C) minus Total Minimum Estimated Income (B))</b>	£



## Budget for Capital Grants

<b>Grants from Local Authorities, Arts Council, other Trusts &amp; Foundations etc. (If any, please specify sources and amounts)</b>	£
<b>Sponsorship by businesses or individuals (If any, please specify sources and amounts, including estimated value of any sponsorship in kind)</b>	£
<b>Other areas of income (please specify sources and amounts)</b>	£
<b>CAPITAL PROJECT COST (Please include details of each Estimate)</b>	
<b>Estimate #1</b>	£
<b>Estimate #2</b>	£
<b>Estimate #3</b>	£
<b>Amount you are seeking from the Trust</b>	£