



**Sponsor Form
For Grant Application**

Please complete this form using a keyboard, but if completed by hand please use a black ballpoint pen.

<u>Name of Sponsor:-</u> 	<u>Anglican Franciscan Connection</u>
----------------------------------	---

Please Note

It is essential that the Secretary be informed of any changes in address especially Email address

Responsibilities of Project Sponsors

- The Sponsor must be a member of **The Society of St Francis (SSF), The Community of St Francis (CSF), The Community of St Clare (OSC), or the Anglican Third Order (TSSF.)** Only such members may apply on behalf of an Organisation or Group hoping to benefit from a grant from Franciscan Aid.
- It is essential that a sponsor has a proper acquaintance with the person requesting funds for the project. An email or online relationship only is not enough. They must be able to vouch for the applicant's integrity
- The Sponsor must be able either to visit the project themselves or nominate a trusted friend/colleague who they can rely on to do this.
- Ensure that the recipients are aware of the need for feedback – acknowledgement of the receipt of funds, as well as reports and photographs showing how the money is being used, on a regular basis at least once a year. these should be sent via the sponsor to the Secretary
- the sponsor is required to ensure that the recipient understands that funds granted for a particular project must not be used for something else without a written request being made to the trustees and receipt of permission - to be sought via the sponsor.

Sponsor Contact Details (complete as many as possible)

Email.....Phone Number:

Postal Address:

Signed by the Sponsor (name):.....

Printed Signature of Sponsor in capitals:.....

Date:



FRANCISCAN AID

Grant Application

Charity No: 285413

Please complete this form using a keyboard, but if completed by hand please use a black ballpoint pen.

IMPORTANT INFORMATION

- The Anglican Franciscan Sponsor must be a member of **The Society of St Francis (SSF) The Community of St Francis (CSF) The Community of St Clare (OSC) or the Anglican Third Order (TSSF.)**
- Only such members may apply as sponsor on behalf of an Organisation or Group hoping to benefit from a grant from Franciscan Aid.
- **The Franciscan Sponsor** is then responsible for keeping in touch with the Trust and for making regular reports on the use of funds, including photographs where possible.
- The Sponsor should have complete the sponsor Form.

A Grant cannot be made without an Anglican Franciscan Sponsor.

- Any grant received should only be used for the purposes stated.
- **Any** change of use, even if only involving any small funds remaining, should be sought through the Secretary of Franciscan Aid.
- Grants are **NOT** made normally for building, transport, salaries, major disasters, or for Franciscans or their dependents.

1. **Name of Sponsor:**

2. **Name of Organisation/Group:**

3. **Name, post held, address, and email of Leader/person administering the grant:**

4. Detail the use to which the funds will be put: (continue on a separate sheet if necessary)

5. Who will benefit if this purpose is achieved? (continue on separate sheet if necessary)

Please note:

- 1. Each application is a stand-alone application and will be considered on its own merits without reference to past Trustee decisions regarding grant funding*
- 2. When Trustees are able to grant funds requested in an Application this must not be seen by the applicant or sponsor as a guarantee that any subsequent Application will also be able to receive funding*
- 3. Please note that under the Franciscan Aid Constitution, ongoing needs such as school or college fees are not eligible for a grant.*

6. How much money is being requested?

INFORMATION BELOW (IN CAPITAL LETTERS PLEASE):

Name of bank account:

Account number:

Sort Code:

IBAN number

Address of beneficiary:

Swift Code:

Name of Bank:

Address of Bank:

Town/City:

Country:

When this form is completed it should be sent to The Secretary,
Franciscan Aid: **Lesley Smith**

Email: **secretaryfaf@gmail.com**
or
secretaryfaf@tssf.org.uk

Requests for grants are normally considered at Trustees' meetings held three times a year, in Spring, Summer and Autumn.

Application forms should reach the Secretary during the month before that date, so there is the possibility of dealing with any queries.

Please apply normally only once a year.

Note: *Dates of Trustee meetings and Grant Application return dates are available from the News/Calendar tab and the Franciscan Aid link on the TSSF website (tssf.org.uk).*