



Grant Application  
To  
The Merchants House of Glasgow  
Scottish Charity Number SC008900

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Glasgow  
G2 1BA  
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*Email:* [theoffice@merchantshouse.org.uk](mailto:theoffice@merchantshouse.org.uk)

All applicants must be charities registered in Scotland and should complete the attached form and submit it with their latest audited accounts and any supporting documentation to the above address.

Please give details and dates of any previous applications to Merchants House in the space below.

Summary of financials:-
Date of accounts.....
Income.....
Expenditure.....
Surplus/Deficit.....
Net worth.....

## Grant Application Form

1. Name of the Organisation as it appears on your constitutional document:

\_\_\_\_\_

2. Name you regularly use, if different from above:

\_\_\_\_\_

3. Are you a Charity? Yes/No

4. If so, what is your reference number? \_\_\_\_\_

5. Address for Organisation:

5.1.1. \_\_\_\_\_

5.1.2. \_\_\_\_\_ Post Code: \_\_\_\_\_

6. *Is this address,*

6.1. The main address for the organisation? Yes/No

6.2. The registered office for the organisation? Yes/No

6.3. The home address of the main contact? Yes/No

7. Contact Name: \_\_\_\_\_

8. Contact Phone Number: \_\_\_\_\_ FAX No \_\_\_\_\_

9. Email Address: \_\_\_\_\_

10. Website Address: \_\_\_\_\_

11. Are you a branch of a larger organisation? Yes/No

12. If so, what is it called? \_\_\_\_\_

13. Annual Accounts (**Please attach the latest audited accounts**). The summary of the accounts shown below, are for the year-end: \_\_\_\_\_

13.1. Turnover £ \_\_\_\_\_

13.2. Surplus/loss £ \_\_\_\_\_

13.3. Capital & Reserves £ \_\_\_\_\_

14. Do you own your own property? Yes/No      If not, is it rented? Yes/No

15. What is the overall aim of your project?

16. What are the project costs, this year?

17. Describe how you will spend the grant, if awarded.

18. Indicate between one and three benefits that will result from the project.

19. When will the project start, or is it ongoing? Please provide details.

20. How many full-time paid staff do you employ? \_\_\_\_\_  
(we define this as 35 hours or more per week)

21.How many part-time staff do you employ? \_\_\_\_\_

22.How many volunteers assist the organisation? \_\_\_\_\_

I apply on behalf of my Organisation for a grant and I am authorised to sign this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Position in Organisation \_\_\_\_\_

### **GUIDELINES FOR THE AWARDING OF GRANTS**

“The House will normally consider, favourably, applications for grants from the central administrative body of (but not from individual units of) and in the following order of preference:-

1. Organisations providing care and assistance to groups of or concerned with disabled, elderly or terminally ill, and the socially deprived;
2. Organisations providing for the care, advancement and rehabilitation of youth;
3. Universities, Colleges of Further Education and Schools;
4. Organisations connected with the Arts – Music, Theatre and the visual arts;
5. Such organisations of which the Dean of Guild is an honorary President or vice-President or other honorary office-bearer, or on which the Merchants House is officially represented.

Note:- All applications must be accompanied by details of the Charitable status of the applicant, a copy of the last financial statement of the affairs of the applicant organisations, and particulars of the activities thereof:

The House will not, except in exceptional circumstances, make grants to:-

- I. Individuals;
- II. Charities which have their principal sphere of operation outwith the Glasgow and West of Scotland area;

- III. Charities, the objects of which are identical to those of the House (i.e. the award of pensions and/or precepts to individuals)
- IV. Charities to which a grant has been made by the House in the two years preceding any application;
- V. Churches other than Glasgow Cathedral.

The Directors of the Merchants House reserve the right to decline any application for assistance without specifying any reason.”