



## Black Santa Application Form 2021

Please complete all four sections using **block capitals**.

- Please refer to important Terms & Conditions at end of the application form.
- Due to the large number of applications expected, we will not normally process any late applications.
- We request that multiple applications are not submitted from the same organisation – **only one grant per organisation will be available**.
- Due to existing commitments we are unable to donate to any more projects abroad.
- Grants will only be awarded to organisations who can provide a registered charity number.
- Completed forms should be submitted by **Friday 26<sup>th</sup> November 2021** at the latest and posted to The Dean of Belfast Cathedral, Sitout Applications, c/o Cathedral Business Assistant, Donegall Street, Belfast, BT1 2HB. Alternatively please email to [admin@belfastcathedral.org](mailto:admin@belfastcathedral.org).
- The Dean especially welcomes applications this year from registered charities **working directly with refugee communities settling in Northern Ireland and people with disabilities**.

## Section 1 – Contact Details

**Has the organisation been successful in applying to the sitout before? Y / N**

Name of Organisation:
Key Contact:
Address:
Postcode:
Telephone No:
Email:
Website:
Date organisation was established:

## Section 2 – Organisation Financial Details

**Please include a set of audited accounts for the last complete year.**

Name of account cheque to be made payable to:		
Number of Staff:	(Paid)	(Volunteers)
Number of individuals benefitting from grant:		
Gross (NI) Income 2020:	£	
Gross (NI) Expenditure 2020:	£	
Gross (Outside NI) Income 2020:	£	
Gross (Outside NI) Expenditure 2020:	£	
Charity No./Income Tax No.:		

### Section 3 – Grant Category

Please indicate ONE category under which you wish to apply:

- A – Child related groups & projects
- B – Youth related groups & projects
- C – Community groups & projects
- D – Family groups & projects
- E – Medical research & support

### Section 4 – Organisation Description

In the space below, please give a brief summary of the work your organisation undertakes and indicate the specific uses to which any grant from the Sitout would be put. (Please ensure information is legible and contained within the box)

## Terms and Conditions

- All grants awarded must be separately identified as received from 'St Anne's Cathedral Sitout' within the annual accounts or Annual Report of the organisation.
- Any grant awarded is given appropriate publicity and acknowledgement in the organisation's relevant documentation. A digital version of the Cathedral's logo is available on request.
- All grant awards will be distributed at The Good Samaritans' Service held in St Anne's Cathedral on **Sunday 6<sup>th</sup> February 2022**. Please ensure that a representative is able to attend this service if your application is successful.
- You should present your cheque award to your bank without delay.
- Please be aware that in the case of successful applicants, information given in Section 4 may be used by St Anne's Cathedral to publicise future Black Santa Sitouts and/or Good Samaritans' services.

## Declaration

I confirm that I have read and understood the above terms and conditions:-

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Signed

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Date

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Print Name

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Position in organisation