



Capital Projects Grant Application Guide

NB Please use this guide to help you complete the Wooden Spoon Capital Projects Application Form

The Grant Application Form should be completed and sent to the relevant Wooden Spoon Regional Chairman for consideration. If the Spoon Regional Committee decides that it wishes to support the application, the details will be forwarded to Spoon's Capital Projects Development Director who will, in conjunction with a member of the Regional Committee, undertake a site inspection visit to discuss the details of the application with representatives of the applicant organisation. If the project is deemed suitable, the documentation will then be presented to Wooden Spoon Trustees for final approval. Please note that no commitment to provide funding can be made by anyone other than the Capital Projects Development Director acting on behalf of Wooden Spoon Trustees.

1.0 Applicant Details

Please ensure that all fields are completed as failure to complete this section may invalidate your grant application.

2.0 Project Details

Please provide as much detail as possible.

Please note that Wooden Spoon will only support capital projects (e.g. buildings and extensions, play areas, adventure trails, sensory rooms/gardens, specialised transport units etc) with a projected life-span of at least five, and ideally ten, years. Wooden Spoon will not provide funds to pay for administration overheads, salaries, and professional or consultancy fees.

The predominant beneficiaries of the project must be aged under 25 years and be socially or physically/mentally disadvantaged.

3.0 Further Considerations

Once again, please provide as much detail as possible.

4.0 Attachments and Signature

Please provide as much relevant supporting documentation as is practicable.

The form must be signed by a suitably 'qualified' officer of the applicant organisation.