HYMNS ANCIENT & MODERN LIMITED

CHARITABLE TRUST • CHARITY REGISTERED NO 270060

MEMORANDUM TO INTENDING GRANT APPLICANTS

Hymns Ancient & Modern trust has limited funds and the Trustees are only prepared to consider grant applications if they are satisfied that:-

A. *The project will be of real value and will make a difference to a substantial group of people. A project which is of interest or value to an individual only e.g. a thesis or a bursary or individual churches or church organs will not normally be considered unless the project will clearly have a wider benefit.*

B. *The applicant is capable of carrying out the project.*

C. *The applicant has carefully budgeted the project and has, and will, make full disclosure to the Trustees of the sources of other funding and if fortunate enough to be given more than sufficient for the project will immediately inform the Trustees to consider the surplus. The applicant should also supply a copy of their latest published financial statement if requested.*

2. Hymns Ancient & Modern Trust is a registered charity and will only make grants which are within the letter and spirit of the Charity Commissioners' objects for this Trust. A copy of the objects of the Trust appears at the foot of the reference form and should be studied before submitting an application.

3. Applications from Institutions. The Trustees would not normally assist with cash deficits, but may consider an application from an Institution in deficit if they are satisfied that there is a positive need for the Institution and that the policies or management have been carefully reviewed and that action has been taken to insure that the Institution is viable in future. Otherwise applications from Institutions will be treated on merit.

4. Applications from competitive businesses owned by registered charities. The Trust's main source of funds is from the business of the Christian publishing companies which it owns. The Trust would not normally consider assisting other competitive businesses unless the object of the project is completely separate from the commercial activities of the company in question.

5. The decision of the Trustees is final.

6. In order to complete the successful grant process the Trustees will expect a report on completion of short term projects or an annual progress report for long term projects.

If you believe that your application will meet the Trustees' criteria, please apply together with a large stamped addressed envelope for the application and reference forms. Please remember that it is for your application to make the case. The Trustees will not normally seek further information from the applicant, but will rely on the application and any relevant accompanying papers and references.

Signed .....

Trust Grant Administrator, Hymns Ancient & Modern Limited, St Mary's Works, St Mary's Plain, Norwich, Norfolk, NR3 3BH