|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1. Contact** | | | | | |
| Legal name of organisation: | | | | Application submission date: | |
| Charity registration number: | | | Date of registration: | | |
| Address: | | | | | |
| Website: | | | | | |
| Contact name: | | | Job title: | | |
| Tel: | | Mobile: | E-mail address: | | |
| **2. Organisational Description** | | | | | |
| Provide a brief summary of your organisation including date founded, history & mission | | | | | |
|  | | | | | |
| **3. Financial Summary** | | | | | |
| Date of most recently audited financial accounts/year ending: | | | | | |
| Provide date for the prior year & current year budget | | | | | |
| Most recently audited financial statements | Income | Expenditure | Surplus | | Reserves |
|  | Direct running costs: |  | |  |
| Overheads: |
| Current year budget |  | Direct running costs: |  | |  |
| Overheads: |
| **4. Request Description** | | | | | |
| In one sentence, what is the project's aim: | | | | | |
|  | | | | | |
| List the activities that will help you to achieve this aim: | | | | | |
|  | | | | | |
| Project budget: | | Amount requested: | | Amount rasised to date: | |
| What is the timeline of the project? | | | | | |
|  | | | | | |

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| **5. Evaluation Plan** |
| What are the expected outputs and how will these be measured? |
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| How many beneficiaries will there be? |
|  |
| What long-term impacts will the project have? |
|  |
| How will it be managed i.e. Who will be responsible for implementation & decision making? |
|  |
| What age range best describes the direct beneficiares of the project (underline one of the below) |
| Families; Adults; Mothers & babies; Infants 0-5 yrs; Children 5-12; teens 13-20; Young adults |
| What other organisations are funding this project? |
|  |
| **6. Project Sustainability** |
| How will annual project running costs be met and how will sustainability, over the longer-term, be assured? |
|  |
| Are there any plans to hand over the project to local organisations? How will this exit strategy be implemented? |
|  |
| Can the project be replicated? Is this already planned or has it taken place and, if so, in which location(s)? |
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