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| **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: |
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| 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? |
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| How will it be managed i.e. Who will be responsible for implementation & decision making? |
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| 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? |
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| Are there any plans to hand over the project to local organisations? How will this exit strategy be implemented? |
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| 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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