## Organisation Information

|  |
| --- |
| Organisation Name |
| Registered Charity Number (if applicable): |
| Address: |

## Contact Person

|  |
| --- |
| Name and surname |
| Position |
| Phone Number |
| Email Address |

###

## Organisational Background

This section aims to provide us with a comprehensive understanding of your organisation. Please include information about your mission, history, key achievements, and the current educational programmes you offer. This will help us evaluate how your organisation’s goals align with our mission to advance education in the community.

|  |
| --- |
| Mission Statement: |
| Brief History of the Organisation |
| Key Achievements in Education |
| Current Educational Programmes Offered |

##

## Grant Proposal

This section is crucial for us to understand the specifics of your proposed project. Please provide a detailed and comprehensive description of your project, including its title, objectives, target audience, and expected outcomes. A well-thought-out project timeline and a detailed budget breakdown are essential. We encourage you to give substantial information to demonstrate the potential impact and feasibility of your project. The more detailed and thorough your proposal, the better we can assess its alignment with our mission and its potential for success.

|  |
| --- |
| Title of the Proposed Project |
| Summary of the Project (max 250 words) |

### Detailed Description of the Project

|  |
| --- |
| Objectives |
| Target Audience |
| Expected Outcomes |

### Project Timeline

|  |
| --- |
| Start Date |
| End Date |
| Key Milestones |

## Budget

In this section, please provide a detailed and transparent breakdown of the financial aspects of your proposed project. Include the total amount of funding requested and a comprehensive budget that outlines how the funds will be allocated. This should cover personnel costs, equipment/materials, facilities, and any other relevant expenses. Additionally, if there are other funding sources, please specify the amount, source, and status (confirmed/pending). A clear and well-justified budget helps us understand the financial feasibility of your project and ensures that the funds will be used effectively.

|  |
| --- |
| Total Amount of Funding Requested |

### Detailed Budget Breakdown

|  |
| --- |
| Personnel Costs |
| Equipment/Materials |
| Facilities |
| Other Expenses (please specify) |

###

### Other Funding Sources (if any)

|  |
| --- |
| Amount |
| Source |
| Status (confirmed/pending) |

## Impact and Evaluation

|  |
| --- |
| What are the long-term benefits of the project? |
| How will the project’s impact on the community be evaluated? |

##

## Governance and Compliance

This section is crucial for us to understand your organisation's governance structure and adherence to relevant policies and regulations. Providing a list of your current trustees or board members and an organisational structure chart (if available) helps us assess the leadership and management framework of your organisation. Including your policy on safeguarding children and vulnerable adults demonstrates your commitment to safety and ethical standards. Attaching your latest annual report and financial statements provides transparency regarding your financial health and accountability. Additionally, references from reputable sources lend credibility to your organisation. Detailed and accurate information in this section ensures that your organisation is well-managed, compliant with necessary standards, and capable of effectively executing the proposed project.

|  |
| --- |
| **List of Current Trustees/Board Members** |
| **Organisational Structure**Please send in an email together with filled application form. |
| **Policy on Safeguarding Children and Vulnerable Adults**Please send in an email together with filled application form. |
| **Latest Annual Report and Financial Statements**Please send in an email together with filled application form. |

|  |
| --- |
| Reference 1 - Name |
| Reference 1 - Organisation |
| Reference 1 - Relationship to Applicant |
| Reference 1 - Contact Information: |

|  |
| --- |
| Reference 2 - Name |
| Reference 2 - Organisation |
| Reference 2 - Relationship to Applicant |
| Reference 2 - Contact Information: |

## Declaration

I declare that the information provided in this application is true and accurate to the best of my knowledge. I understand that any misrepresentation or omission may disqualify my organisation from receiving funding.

Name of Authorised Signatory:

Name of Authorised Signatory:

Date: