

## The Evan Cornish Foundation

# Application Form for Grant Funding

Please submit your application using this form. If you need to provide more comprehensive information please use separate sheets cross referenced to the relevant section numbers. It helps us considerably if your replies are made using **blue font**.

## A. APPLICANT’S DETAILS

A1.	<b>Name of applicant:</b> <i>(Also known as, if applicable)</i>
	Type of organisation i.e. Charity, Not For Profit organisation, individual etc)
	If a registered charity, what is your registration number?
	When was your organisation established?
	Website Address;

A2.	<b>Key person dealing with this application:</b> Name: Address:      <div style="display: flex; justify-content: space-between;"> <span>Telephone:</span> <span>Email;</span> </div>
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A3.	<p><b>Briefly describe your organisation, and the main activities you undertake/provide</b>  <i>(between 50 and 100 words)</i></p>
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## B. PROPOSAL FOR FUNDING

B1.	<b>Project title and one sentence summary</b> ( <i>maximum 20 word summary</i> )
B2	<b>Project details</b> ( <i>maximum 150 words</i> )

B3.	<b>When will the work take place?</b>
B4.	<b>Where will the work take place?</b>
B5	<p><b>Please give details of budget information relating to the proposal, including:</b></p> <p>i ) Details and breakdown of project costs.</p>       <p>ii ) Details of funds raised to date for this project, and other potential sources of funding (please include names)</p>       <p>iii ) Amount requested from The Evan Cornish Foundation and when required.</p>
B6	How many people do you anticipate will benefit directly from the project and over what period of time?
B7	Project monitoring: By what criteria and methods will you judge the success or otherwise of the work and activities undertaken and how often will this be assessed and reported?

### C. PEOPLE WITHIN YOUR ORGANISATION

C1	<p>Please provide numbers of people under the following categories</p> <table><tr><td>Full time salaried staff:</td><td>Active volunteers:</td></tr><tr><td>Part time salaried staff:</td><td>Trustees/Governors:</td></tr></table>	Full time salaried staff:	Active volunteers:	Part time salaried staff:	Trustees/Governors:
Full time salaried staff:	Active volunteers:				
Part time salaried staff:	Trustees/Governors:				
C2	<p>Please provide the names of up to five Trustees/Governors and describe in no more than 10 words per person the strengths they bring to your organisation</p>				
C3	<p>Senior Management Team: please tell us how your organisation is managed <i>(50 words maximum)</i></p>				
C4	<p>Please provide the names and job titles of up to three key people involved in running the project and describe their relevant experience and expertise? <i>(one sentence per person)</i></p>				

### D. FINANCIAL INFORMATION

*( Please forward a copy of your most recent audited accounts or financial statements. Any figures you use below should come from the submitted accounts)*

D1	<p>What was your organisation's total income in the last financial year?</p>
D2	<p>How much did you have in unrestricted reserves at the end of your last financial year and approximately how many months of operating costs does this represent?</p>

D3	Please comment on the current financial position of your organisation. Please include comments on the level of your reserves and any deficits, and whether you anticipate any significant changes in the foreseeable future
D4	How much is spent by your organisation per year on fundraising?
D5	How much income per year is raised from the activities generated by the expenditure in D4 above?
D6	Please provide the names of significant donors (amounts of £5,000 and above) to your organisation in the last two years stating amounts and when given.

#### **E. YOUR APPROACH TO THE EVAN CORNISH FOUNDATION**

E1	<p>i) Has your organisation made any previous application to The Evan Cornish Foundation and if so when. (yes/no)</p> <p>ii) If yes, were you successful in obtaining financial support (yes/no)</p> <p>iii) If the answer to E1ii) is yes, please list the amount(s) and date(s) of the award(s)</p>
E2	<p>Please provide the contact details of an independent professional person or organisation to whom we may apply for a reference.</p> <p>Name:</p> <p>Address:</p> <p>Telephone:</p> <p>Email:</p> <p>Relationship to your organisation</p>

E3	Why have you chosen specifically to approach The Evan Cornish Foundation for help with this project?
E4	What difference will a grant from The Evan Cornish Foundation make to the project?

### **BANK DETAILS**

*(please note that if you receive a grant from us, payments are made by BACS direct credit. Your bank details are confidential information which will only be used by us for the purpose of making payment if your application is successful)*

Name of bank/building Society
Sort code
Account number
Name of account

### **AGREEMENT AND SIGNATURE**

I confirm that I am authorised to make this application and, by signing this declaration, I certify that, to the best of my knowledge, all information provided in this application is correct. I further confirm that I have read and understood the General Terms and Conditions provided with this application form and agree that these represent the terms and conditions upon which any grant is made by The Evan Cornish Foundation and accepted by us.

Name (Print) .....

Position in organisation .....

Signature: .....

Date: .....