

## PORTICUS UK-GRANT APPLICATION FORM

If you have any queries or need any assistance in completing your application, please contact us on [porticusUK@porticus.com](mailto:porticusUK@porticus.com) or by telephone on 020 7024 3503.

### SECTION 1: YOUR CONTACT DETAILS

Name of organisation			
Address of organisation			
Telephone Number		Date established	
Charity Registration No.			
Correspondent's Name			
Correspondent's position in organisation			
Correspondent's Email Address			
Organisation Website			

Name and location of project for which funding is requested:

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Amount Requested	
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Brief details of project for which grant requested:

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I have answered sections 1-6, and I enclose the latest annual report and accounts.

Signed:

Date:

## SECTION 2: YOUR ORGANISATION

*Guidance note: Please use this section to tell us about your organisation.*

**What are the main aims and activities of your organisation?**

**What are the main areas of need your organisation seeks to address?**

*What are the most critical needs that must be met for your organisation and for the community that you are working with?*

**How many staff and volunteers does your organisation have?**

*Please attach an organisational chart if you have one. Please tell us the people who are involved with this project.*

**How is your organisation governed?**

*Please tell us about your Board and management structure.*

### SECTION 3: ABOUT YOUR PROJECT

*Guidance note: Please use this section to tell us how you will use the requested funds being as specific as possible. If applying for core costs or a salary please use the term 'project' to mean this.*

#### **Project description?**

*Please in no more than 25 words, provide us with a project description. This description is very important, as it will be used in our database, trustee's reports and annual report so please try to be as explicit as possible.*

**Please describe the activities which you would like Porticus UK to fund**

#### **Project need**

*Why do you wish to carry out these activities? Are you aware of any other organisations carrying out the same work? Why is your organisation best suited to offer this service?*

**Why is your organisation (or this post) best suited to offer this service?**

#### **Location of project(s)**

*State where project activities will be based.*

## SECTION 4: OUTCOMES

*Guidance note: Please use this section to tell us what difference you expect to make with your project, and the methods you will use to monitor progress and measure success. Please note we will ask you to report on your progress in meeting these outcomes in your Grant Progress Report.*

### **Purpose of grant**

*How will the grant be used?*

### **Outcomes**

*What can you measure in terms of anticipated results.*

### **What will be the impact of the project**

*What will change.*

### **Beneficiaries of project**

*Numbers and diversity (e.g. .age, gender, religion, ethnicity) of those benefiting from project.*

### **Monitoring your work**

*How will you monitor your activities to ensure that they develop as planned and that they are having the desired results? Note any planned evaluations.*

### **Sustaining your work**

*How do you plan to sustain the activities beyond the period of funding from Porticus UK?*

### **Training needs of staff and volunteers**

*If Porticus were to provide training, what additional skills (if any) are required, where would they be sourced, and how much would they cost?*

## SECTION 5: FUNDING

*Guidance note: Please attach your most recent annual report and audited accounts.*

**How much funding is requested**

**What is the total funding required for the project**

**What are your main sources of funding?**

**Who else is funding this project?**

**Who else has been approached for funding this project?**

**Project start date**

*When would you like your project to start?*

**Project end date**

*When will you have completed the activities for which funding is requested?*

**Please attach a budget for your project.**

*This should include all necessary costs for implementing your activities. You can complete the attached Porticus UK application budget template if you find it helpful.*

## SECTION 6: YOUR SUPPORTING STATEMENT

*Guidance note: This statement will form part of your application if it is put forward to trustees for consideration. Please take time to explain in your own words your vision and how a grant would help your organisation grow and develop over the next 12 months. (This should not be your mission statement)*

## PROJECT BUDGET

<b>EXPENDITURE</b>	2010	2011	2012	<i>Total</i>
<b>Description</b>	£	£	£	£
<i>Cost Heading 1 (name)</i>				£ -
<i>Cost Heading 2 (name)</i>				£ -
<i>Cost Heading 3 (name)</i>				£ -
<i>Cost Heading 4 (name)</i>				£ -
<i>Cost Heading 5 (name)</i>				£ -
<i>Cost Heading 7 (name)</i>				£ -
<i>Cost Heading 8 (name)</i>				£ -
Contingency				£ -
<b>Total expenditure</b>	£ -	£ -	£ -	£ -

<b>INCOME Secured</b>	£	£	£	£
<i>Funding secured 1 (name)</i>				£ -
<i>Funding secured 2 (name)</i>				£ -
<i>Funding secured 3 (name)</i>				£ -
<i>Funding secured 4 (name)</i>				£ -
<i>Funding secured 5 (name)</i>				
<b>INCOME Sought &amp; decision date</b>	£	£	£	£
<i>Funding sought 1 (name)</i>				£ -
<i>Funding source 2 (name)</i>				£ -
<i>Funding source 3 (name)</i>				£ -
<i>Funding source 4 (name)</i>				£ -
<i>Funding source 5 (name)</i>				
<b>Shortfall</b>	£ -	£ -	£ -	£ -