

D D M M Y Y Y

Date established

Postcode

Title

Date of Application D D M M Y Y Y Y

## **Donation Application**

\* or inland revenue tax exemption reference number/Registry of Friendly Societies number

(To be completed by the applicant)

Please send the completed form to:

Registered charity number\*

Name of charity Contact address

Name of contact

Richardson Brothers Foundation, 4 Birchley Estate, Birchfield Lane, Oldbury, West Midlands. B69 1DT

Position				
Daytime telephone number		Mobile number		
Email		Website		
1 Background to charity				
a What is the purpose of your	r Charity?			
<b>b</b> Where do you work? (geog	graphical area)?			
(geeg	, aprilioal aloa) i			
2 Current activities				
a What are your current active	vities?			

<b>b</b> Who benefits from the service?
c How many people benefit each year ?
3 What do you want funding for?
Please give details of the project or part of your work for which you are applying for funds (including geographical location).
4 How much funding are you requesting?
£
5 What will this be used for?
Please provide a breakdown of how you intend to spend the grant - continue on a separate page if necessary
1 loade previde a broakdown of new yearmond to open a tine grank tooliande on a departure page in necessary
Note: questions 6, 7, 8 and 9 should only be completed if the intention is for the project or service to be partially funded by the Richardson Brothers Foundation and if additional funding will be obtained from other sources
6 What is the overall cost of the project or service for which funding is sought?
If this is part of a larger project/service?
7 Please give a breakdown of total costs
8 How much have you already raised towards this project or service?
Indicate how much you have raised so far towards the total needed, and from what sources

9 What is the balance needed?		
Indicate how you are intending to raise the remaining balance and from what source be made  Funder	es. If known, indicate when	funding decision will
	D D M M Y Y Y	£
	D D M M Y Y Y	£
	D D M M Y Y Y	£
	D D M M Y Y Y	£
10 What do you want to achieve as a result of the funding?		
We may ask successful applicants to complete a feedback form within a y	ear of the grant being av	varded
11 Further information		
Please list and forward to us, any relevant additional information telling us	about your organisation	which you feel may be
helpful, together with a copy of your signed financial report and accounts.	, 0	
Where did you hear about Richardson Brothers Foundation?		

Chec	cklist	
To he	elp speed the processing of your application for a donation, here is a checklist for your convenience. Remember to ving information	include the
Befor us.	re returning the application form, tick off the relevant items to ensure that all the required information is enclosed an	d return to
Inco	mplete applications will not be considered	Tick
Appli	ication form	
•	Please ensure all parts of the application form are completed	
•	Ensure the application form is signed by a representative of your organisation	
•	Check your email address	
Enclo	osures	Tick
•	Please provide us with a copy of your most recent <b>signed</b> audited accounts	
Pleas	se remember, the above information will help with the processing of your application for donation.	
We a	are unable to consider applications if support was provided in the last twelve months.	
	ertunately, we are unable to support every application we receive and the Trustees decision is final. We set we are unable to give feedback on individual applications	
	uld you require any help in the completion of this form or need clarification please do not hesitate in acting us on 0203 817 8983.	
Conte	acting as on \$250 or resource.	
	natories	
we repre	require all applications to be signed by a representative of the organisation. The signatory must be a true esentative of senior management.	stee or a
Signa		
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