

Funding Enquiry Questionnaire

The information that you provide here will enable me to identify the best possible funders for your needs. The more information you provide the better. You will also be able to use this information in your funding applications.

Organisation name	
Main address	
Town County	
Postcode	
Neighbourhood Action Area	<i>Bagworth & Thornton / Barwell / Earl Shilton / Burbage St Catherine's / Hinckley Trinity West / Hinckley Westfield</i>
Main phone number	
Main e-mail address	
Website	
Organisation Status: <i>(delete as appropriate)</i>	<i>Registered Charity / Company Limited by Guarantee / Statutory Sector / Volunteer led group or project / Other (please specify)</i>

Title	<i>(Mr, Ms, Mrs, Miss, Dr, etc)</i>
First name(s)	
Second name	
Salutation <i>How you prefer us to address you</i>	<i>(e.g. Jane or Mrs Smith)</i>
Job title/position	
Address <i>If different to the main organisation address</i>	
Postcode	
Phone number	
E-mail address	

About the funding you require:

	<p>Does your organisation have a constitution? <i>At the very least you will need a set of aims and objectives to show that your organisation 'knows what it is doing'</i></p>
	<p>What do you require funding for?</p>
	<p>How do you know there is a need? <i>For your application you will need to show evidence of need. This could be as a result of a survey you have carried out; how you have identified a gap in service; how you have identified how the proposed funding will provide a service etc</i></p>
	<p>Who will benefit from this funding? <i>Please be very specific e.g. numbers of people who will use the service, age, gender, special needs, disadvantaged communities etc. Include information on how people will benefit</i></p>

	<p>How much money do you require? <i>For your application you will need to be able to show how you have worked out how much money you require and what the breakdown of the funding will be e.g. equipment costs, travel expenses, training costs etc</i></p>
	<p>How will this money be spent? <i>For your application you will need to provide a detailed plan of how, when and what the money will be spent on</i></p>
	<p>How have you worked out these costs? <i>You should have obtained quotes if you are looking for equipment; job descriptions for salaries etc</i></p>
	<p>When do you need this funding for? <i>Please note that funding applications may take many months to process depending on how much money you want. Plan well in advance!</i></p>
	<p>Do you have any other funding that will go towards this project? <i>Some funders will match funding – i.e. match any money you have already raised.</i></p>
	<p>Does your organisation have a bank account? <i>You will need somewhere to bank any funds received. Remember: good practice dictates two signatories to any organisational bank account</i></p>