Pink Ribbon Foundation

Application for Grant 2024

**NAME OF CHARITY:**

Enter text here.

**CHARITY NUMBER:**

Enter text here.

**NAME OF PROJECT:**

Enter text here.

**CONTACT DETAILS**

|  |  |
| --- | --- |
| Contact Name: | Enter text here. |
| Position: | Enter text here. |
| Address: | Enter text here. |
| Post Code: | Enter text here. |
| Telephone: | Enter text here. |
| Email: | Enter text here. |
| Website: | Enter text here. |

**BRIEF DESCRIPTION OF WHAT YOUR ORGANISATION DOES:**

Please add no more than three sentences.

**MANAGEMENT OF THE CHARITY/PROJECT** (Management Committee or Trustee Board, number of trustees, paid and voluntary staff, frequency of Management Committee/Trustee meetings etc. If a project comes under a special committee, please give details):

Enter text here.

**DETAILS OF THE INDIVIDUALS YOUR CHARITY OR PROJECT SERVES:**

(Examples: Services, Age range)

Enter text here.

**STATISTICAL INFORMATION:**

Geographical Coverage of your project: Enter text here.

Number of breast cancer patients treated per year: Enter text here.

Number of breast cancer patients treated by this project: Enter text here.

Other relevant statistical information:

Enter text here.

(If this project or service does not treat breast cancer patients directly, please provide relevant statistics for your project or service).

**IS THIS ENTIRE GRANT GOING TO SUPPORT DIRECTLY THOSE WITH BREAST CANCER?**

Select from Yes or No.

**SHORT SUMMARY OF THE PURPOSE FOR WHICH FUNDS ARE REQUIRED:**

(Please give full details on final page. No more than five sentences please.)

Enter text here.

**FINANCIAL INFORMATION**

Total annual income for your last financial year: Enter text here.

Total unrestricted: Enter text here.

Total restricted: Enter text here.

Total reserves: Enter text here.

Total finance required for this project: Enter text here.

How much are you requesting from us: Enter text here.

# **Estimated Running Costs of Project. (**Please give a full breakdown showing all costs where possible.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Income** | **£** | **Expenditure** | **£** |
| Public Funding | Enter text here | Staff Costs | Enter text here |
| Income from fees or charges | Enter text here | Rent and property running expenses | Enter text here |
| Grants and donations received or promised (please specify) | Enter text here | Other running expenses (please specify) | Enter text here |
|  |  |  |  |
| Total Income | Enter text here | Total Expenditure | Enter text here |
| Surplus/Deficit | Enter text here |  |  |

|  |  |
| --- | --- |
| **Capital Expenditure** (if applying for capital grant) | £ |
| List Requirements  Enter text here | Enter text here |
| Total Required | Enter text here |
| Less funds already received (please list) or promised (please list)  Enter text here | Enter text here |
|  |  |
| Total Received | Enter text here |
| Balance of Capital required | Enter text here |

Please provide details of the purpose for which the funds are required and any additional information, which you would like to draw to the attention of the trustees of the Foundation. (These may extend to additional sheets or relevant printed information)

Enter text here.

GDPR. By filling in this form and sending it, you give permission for the Foundation to add your details to our database. Should you require your details removed, please contact the Foundation by email asking us to do so and we will then confirm back that they have been. In addition, should you receive a grant you give permission for the content of your two impact reports to be used, where required in various promotional materials.

This form should be signed by the project organiser or applicant and countersigned preferably by the Chairman of the Management Committee or Board of Trustees.

Name:

Enter text here.

Date:

Enter text here.

Signed:

On behalf of (Charity name):

Enter text here.

Position held:

Enter text here.

Name:

Enter text here.

Date:

Enter text here.

Signed:

On behalf of (Charity name):

Enter text here.

Position held:

Enter text here.

Should you receive a grant it will be paid directly into you bank, although cheques may be requested. If you are happy for this to happen, please supply the following details.

|  |  |
| --- | --- |
| Account Name: | Enter text here. |
| Bank: | Enter text here. |
| Sort Code: | Enter text here. |
| Account Number: | Enter text here. |

You do not need to send the following two sheets of guidelines for applicants.

Guidelines for Applicants for Grants

(Please do not return this section)

## The Foundation is a grant-making trust which provides financial support to charities whose objects are:

1. To relieve the needs of people who are suffering from, or have been affected by, breast cancer by providing, or assisting in the provision of, information, care, or emotional, practical, and financial support.
2. To advance public education in the understanding of breast cancer, its early detection and treatment, in particular but not exclusively by commissioning, or conducting, research into the causes, detection, and treatment of breast cancer and by disseminating the results of such research.

Grant requests may be up to £6,000. Detailed project costings are helpful. Anything above which may be granted if the trustees feel there is a special reason to do so. Grants may be made towards revenue, capital, or project expenditure.

# GUIDING PRINCIPLES

1. The purpose of the grant application must be charitable and normally the Foundation will only consider applications from registered charities.
2. The Foundation’s area of interest is UK wide.
3. The Foundation is keen to support initiatives, which promote a positive view of living with breast cancer.
4. The Foundation welcomes applications from all ethnic and minority group.
5. The Foundation would consider applications from general cancer charities if any grant made will be used to benefit those suffering from, or affected by Breast Cancer or for research into, or the dissemination of information about, breast cancer.
6. The Foundation from time to time will undertake international fundraising projects but, in this instance, the funds are returned to their country of origin to a national breast cancer charity.

# ASSESSMENT PROCESS

The Foundation’s trustees assess all applications. Where they feel this is necessary, they may consult external experts. They may also telephone, email or visit the applicant. Trustees meet once a year to consider the applications. Applicants will be notified of the outcome of their application by email or letter. It should be noted that applications usually exceed available funds by a ratio of four to one. Applicants must be prepared to inform the trust of their work or projects progress.

# HOW TO APPLY

Applications should be made on the application form above. **It should be accompanied by a copy of the most recent annual report and accounts**. Where an application is for a particular project organised by a charity, which also undertakes other work, the financial information (apart from overall income) given on the form should relate to that project, not to the charity as a whole. The accompanying annual report and accounts should be for the charity.

Applications from general cancer charities must demonstrate that the grants requested will be applied to benefit those affected by breast cancer. Where applications relate to general services, details must be given of how many (and what proportion) of the total number benefiting from the charity’s work are affected by breast cancer.

# IMPORTANT INFORMATION

Should you be awarded a grant you will be expected to *send the trust A LETTER or EMAIL CONFIRMING RECEIPT OF THE GRANT* and then **TWO-progress/impact reports as it is our responsibility to ensure proper stewardship of all donated monies**. These should offer information in regard to how your project is developing, how you are delivering against your objectives, relevant statistical information as well as any specific comments or stories regarding your clients. The progress reports should be sent before your next grant application. Our preferred method is to receive reports via email, but we are also happy to receive them by post. A separate downloadable sheet is available for guidance on this process.

Both reports need to be sent preferably by email before you can apply for a grant the following year. **Failure to send these reports will invalidate any grant applications for the following three years.**

Applications should be sent to:

The Trustees,

Pink Ribbon Foundation,

Crofton House,

5 Morley Close,

Orpington,

Kent,

BR6 8JR.

**We wish you well.**

*# Note. This document has been left as a MS Word document to make it easier for you to fill out.*