Please complete the contact information page, grant application and sign the funding agreement.

Contact Information

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| Applicant name |  |
| Contact person |  |
| Postal address |  |
| Email address |  |
| Telephone No. |  |
| Position |  |
| Project title |  |
| Total projected cost - £ |  |
| Grant amount sought - £ |  |

Grant application

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| **1. Objective/purpose of the grant:** What do you aim to achieve and how does it fit within the Griffiths Marshall Foundation objectives? |
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| **2. Summary:** Describe the impact of the proposed funding in simple terms. Please explain who will benefit from your proposal and how (no more than 3000 characters). |
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| **3. Approach/Methodology:** Describe how you have determined the need for funding. Please include data, analysis or observations that support and provide evidence of your decision. |
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| **4. Timeframe:** Please provide a timeframe/timeline and milestones for your project – be realistic and demonstrate how you intend to achieve the objectives within the timeframe. |
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| **5. Financial costs:** All applications must demonstrate the very best value for money. Please ensure you justify the need for all aspects of your proposal. Provide an itemised budget including any other funding sources and any quotes you have received to support your budget. |
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| **6. Evaluation:** How will you measure/assess the success of your project? |
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| **7.** **Previous track record**: Include a short summary of your previous track record. Outline the relevance of this project to your charity and capacity to deliver the project. Have you or your charity carried out work in this (or a similar) field? Do all stakeholders have committed time and resources to complete the project? |
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| **8. Further information for the Board of Trustee’s consideration:** Is there anything additional you would like to convey to the Board of Trustees? |
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Funding Agreement

In accordance with the requirement that all funds provided by the Griffiths Marshall Foundation are expended on activities which further its charitable objectives, I agree that as a condition of accepting grant funding from the Griffiths Marshall Foundation, I will provide the trustees of the Griffiths Marshall Foundation with the following:

1. Acknowledgement of the Griffiths Marshall Foundation provision of funding on any publicity to do with the project, including my organisation’s website;

2. Permission for the Griffiths Marshall Foundation to promote the project publicly, via their own website, social networks, and other means appropriate, as full or part funded by the Griffiths Marshall Foundation;

3. A quarterly report (for projects of between 6 and 12 months) or interim report (half way through the funding period if the project is less than 6 months) outlining:

* progress and outcomes of the project to date,
* any revised time schedules as appropriate
* a reconciliation of how funding is being spent (including supporting documentation e.g.: copies of receipts and budgets);

4. Within 2 weeks of publication, copies of any publications including journals, national/local newspaper reports relating to the project to which funding from the Griffiths Marshall Foundation has contributed;

6. A final brief evaluation report summarising the activities funded by the Griffiths Marshall Foundation grant including how your activities met your objectives; how your activities reached the target audience; what publicity was achieved etc.;

7. Any further information requested by the Griffiths Marshall Foundation Trustees in relation to the application.

9. I also acknowledge that should the application for funding be successful, Griffiths Marshall Foundation reserves the right to withhold up to 20% of the funding requested until such time as they are satisfied that the conditions above have been adhered to.

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**Certified by:**

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| D | D | M | M | Y | Y | Y | Y |

Name Date

Position

Signature