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Application for a Grant to Support a Project

**Document Version: 1.1**

**Approval Date: tbc**

**Review Date: 2023 (in 2 years)**

**Summary**

|  |  |
| --- | --- |
| Your Name |  |
| Your school |  |
| Project title |  |
| Summary of the project  (150 words max) |  |
| How much money would like from the IHWorld Foundation? |  |
| To who, or which organisation, will this money be payable? |  |

**Section 1: Your project**

|  |  |
| --- | --- |
| Which area does your project benefit? | *You must specify which of these areas your project benefits.*   * *Advance language education* * *Assist those in need due to youth, age, ill-health, disability, financial hardship, refugee status, or other* * *Advance community development through the promotion of civic responsibility and good citizenship* |
| Description (Detailed): | *Please write as much detail here as you can – or attach a supporting document.* |
| Where will the project take place? |  |
| Who is the main contact person for the project? |  |
| Does the project involve work to any physical assets (buildings, houses, the environment etc) If so, give details and who owns them. |  |
| If the project has already been running, give details for how long, and the overall budget involved. What has the impact been to date? |  |
| Is the project being completed with a partner organisation? If so, please give their details? | * *Name* * *Legal status (Private, charity, local or national government, etc)* * *Location* * *Why have you chosen this partnership?* |
| Are there any other local organisations providing some of the funding (either in kind, or a direct donation)? |  |

**Section 2: Impact**

|  |  |
| --- | --- |
| What is the anticipated impact? |  |
| How will you measure this? |  |
| How and when will you be able to submit an impact report to the IHWorld Foundation? |  |

**Section 3: Delivering your project**

|  |  |
| --- | --- |
| Who will manage the project? |  |
| Do they have experience of managing a similar project? |  |
| Will any people have to be trained specifically to deliver this project? (If yes, please remember to include these costs in your project budget.) |  |
| Are any volunteers are involved? |  |

**Section 4: Project costs**

Detail how much money you are requesting, and what it will be spent on. (attach spreadsheet if easier.) (Please tell us which currency you are using – it’s fine to quote your local currency.)

|  |  |  |
| --- | --- | --- |
| **Category** | **Description** | **Amount** |
| Staff Costs |  |  |
| Professional Fees |  |  |
| Equipment and Materials |  |  |
| Staff Training |  |  |
| Travel & Expenses |  |  |
| Publicity & Promotion |  |  |
| Evaluation |  |  |
| Contingency |  |  |
| Other |  |  |
| Other |  |  |
|  | TOTAL |  |

Please make clear If there are any (non-cash) contributions or volunteer time which will be involved in delivering your project. (Write “volunteer” or” donated”, and zero against amount).

**Section 5: Promotion and goodwill**

|  |  |
| --- | --- |
| How will you promote this project, and its success, locally? |  |

**Section 6: After this funding ends, what will happen?**

|  |  |
| --- | --- |
| Will the project cease? Will it continue with different sponsorship? |  |

**Section 7: Additional information and declaration**

|  |  |
| --- | --- |
| Is there anything else you would like to add? |  |

We are applying for funds for the project as referred to in this application in good faith. The grant will only be used for this project and not for any other purposes.

Signed ………………………………….. Date ………………………………..

**Supporting documents**

Please add any other documents or references if you feel that this would be helpful. For example

* Letters of support from people who have been / will be supported by the project
* Plan – timescales
* More detailed project costs
* Photos of anything relevant (e.g. similar work done previously)