

## Section A - Summary Information

- A1 Name of Organisation
- A2 Summary of funding request (please describe your project in no more than 25 words)
- A3 What is the total cost of your project?
- A4 How much are you requesting from the Burdett Trust?

## Section B - Your Organisation

- B1 Department (if applicable)  
Organisation Street Address  
Town  
County  
Post Code
- B2 Organisation's Telephone Number
- B3 Your Direct Telephone Number
- B4 Organisation's Website Address
- B5 What is the legal status of your organisation i.e. registered charity, NHS Trust etc.
- B6 Contact Title (Mr, Ms etc)  
First Name  
Surname  
*Please note: Only complete the following contact address fields if this address is different from the organisation address above*
- B7 Contact Street Address  
Town  
County  
Post Code
- B8 Your Job Title/Role
- B9 Your Email Address
- B10 In what year did your organisation start
- B11 Briefly describe the aims, objectives and activities of the organisation (Maximum 1,000 characters including spaces which is about 140 words)
- B12 What is the geographic target area of benefit for your project?

## Section C - About Your Request for Funds

- C1 Please explain the aim of your project including the rationale for it and any background work that of characters remaining:
- C2 What is the proposed duration/timetable of your project?
- C3 What do you aim to achieve by the end of the project? What are the intended outcomes? (What changes will result from the project?)
- C4 How will you measure the outcomes? (How will you know if the project is successful in achieving what it set out to do?)
- C5 Who do you expect to benefit from the project's activities?
- C6 What methods will you use to ensure that the project is of good quality? (Will you use any systematic approach to quality management?)
- C7 How will you disseminate your learning from the project with others?

## Section D - Financial Information

- D1 Please explain the funding requirements of your project. Please breakdown the costs by appropriate headings and explain what funds have been raised to date.
- D2 Please tell us about any other funding applications that have been made for this project.
- D3 Please tell us about your organisations total annual income and expenditure using figures from your most recent annual accounts. Please comment on any significant changes since the last accounts.
- D4 What reserves (surplus funds) does your organisation hold? Once again please use figures from your most recent annual accounts and indicate to which financial year they apply. If your accounts show apparently large reserves, please explain why you hold them and why they cannot be used to fund the project for which you are seeking funds.
- D5 If your application is successful, to whom should a cheque be made payable?

### **DATA PROTECTION**

To comply with this Act, we require your consent to use personal data supplied by you in the processing and review of your expression of interest. This includes transfer to and use by such individuals and organisations as the Trust deems appropriate. The Trust requires your further assurance that personal data about any other individual is supplied to the Trust with his/her consent.

Submitting an expression of interest form to the Trust confirms this consent and assurance.