 **APPLICATION FOR FUNDS**

**Facebook** [www.facebook.com/ukmeetingneeds](http://www.facebook.com/ukmeetingneeds). **Twitter** @UKMeetingNeeds

Meeting Needs seeks to support organisations that have a connection with the meetings industry and that do not receive government or large-scale funding. Consideration will not be given to organisations that restrict their aid exclusively to any one group of persons, selected by virtue of their ethnic race, religion, colour, sexuality etc.

**Name**……………………………………………………………………………………………………………………………...….

**Position**………………………………………………………………………………………………………………………………

**Organisation**…………………………………………………………………………….………….…..…………………………..

**How did you hear about Meeting Needs?**……………………………………….……………….…………………………..

**Legal status of organisation (please tick where applicable):**

[ ] **registered charity, please state registration number:** …………………………………………….

**[ ]** **limited company, please state registration number:**………………………………………………

**Sources of funding**………………………………………………………………………………………………………………..

**Total income in last financial year**…………………………………………**Date founded**………………………………….

**Address**……………………………………………………………………………………………….……………………………..

..………………………………………………………**Post code**………………………**Tel No**…………….……………………

**E-mail**………………………………………………………………W**eb site…………………………………………………….**

**Full names of officers/directors**………………………………………………………………………………………………..

**Primary objective of organisation**……………………………………………………………………………………………..

…………………………………………………………………………**Amount required (in £ Sterling)……………………..**

**Please explain precisely what these funds would be used to achieve/procure and estimate the number of people who will directly benefit if your application is successful.**

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**Please include your latest Annual Report and Accounts or provide a link to them. If your application is for the purchase of specific equipment or supplies, please include relevant quotations. Your application will not be considered without these supporting documents.**

# Details of the bank account to which funds should be transferred if your application is successful:

**UK: Bank name/address…………………………………………………………………………………………………………**

**Account Name/Number………………………………………………… Sort Code………………………………………….**

**Overseas: Bank Identifier Code (BIC)……………………Bank name/address…………………………………………..**

**AccountName…………………………………………………IBAN number/account number……………………………..**

**Sort code………………………………………………………**

Signature:……………………………………………………………………Date:………………………………………………..

Please return this completed form to: Jane Baker, Meeting Needs, jbaker@meetingneeds.org.uk; 2Heads, Crosby House, Meadowbank, Furlong Road, Bourne End, Buckinghamshire,SL8 5AJ

**MEETING NEEDS**

**POLICY DOCUMENT FOR DISTRIBUTING FUNDS**

**Meeting Needs charitable objectives**

***“The relief of poverty, hardship and distress both within the UK and overseas, among those in need by reason of their social or economic circumstances, by such exclusively charitable means as the Trustees shall from time to time determine”***

* Applications must be project led with a specific and tangible outcome.
* Meeting Needs donations have to be of direct benefit to those in need and not intermediaries or support activities, however necessary.
* Given scarce resources, preference will be given to those organisations that can demonstrate a greater number of individual beneficiaries per pound of Meeting Needs donation.
* There should be a balance not necessarily 50/50 but no more than 80/20 in either direction between donations benefiting individuals in the UK and overseas.
* Overseas applications must be supported by a person known to the Meeting Needs Board who has visited the project to see its work in action or who can otherwise vouch for the project work as a result of their interaction with it. This helps us better understand the potential for our funding to make a measurable difference to the maximum number of people.
* An individual Meeting Needs donation will not normally exceed £5,000 unless there is a compelling reason. Preference is given to smaller charities where the modest Meeting Needs donation will have greater value and impact on the work of the charity.
* It is unlikely that charities that receive Government funding will be supported by Meeting Needs
* Charities that are well established have no greater preference to newly established charities, as long as the latter can demonstrate sufficient development to guarantee that the Meeting Needs donation will be used as in the application.
* Charities with very large turnovers are less attractive.
* It is desirable (though not essential) that the project has the potential for good photography and/or a compelling story suitable for publication.
* The number of occasions Meeting Needs have donated previously to an applicant may influence a decision to donate again, dependent on follow up information and evidence of prudent spending.
* Charities that work exclusively for the followers of one or more religious beliefs or one political party are not supported by Meeting Needs.
* Where the donation of funds from Meeting Needs is delayed, it is essential to receive confirmation that they will be used for the same purpose as on the application form.
* Applications with relevance to the events industry are attractive.
* Where intermediary parties fundraise on behalf of Meeting Needs they can choose their preferred beneficiary but the above principles need to be maintained.
* In the case of international disasters, funds are sometimes allocated to the cause through large household named charities like Medecins Sans Frontieres.