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APPLICATION FOR FUNDS

About Meeting Needs

Meeting Needs is a registered UK charity and was founded in 2003 by leading figures from the event industry, with the simple aim of improving the lives of people in need.

Meeting Needs charitable objective.

"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"

Organisation:

Applicant Name:

Position:

Address:

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Phone Number:

Email:

Website Address (If Applicable):

Legal Status of the Organisation with Registration No:

Date Founded:

Primary Objective of the Organisation:

How did you hear about Meeting Needs?

Do You Have a Sponsor From the Meetings Industry or Know Any Meeting Needs Board Members?

Yes / No

If "Yes" Who

Have You Previously Received a Grant From Meeting Needs? If So, Please Give Details & Dates Below.
(Please note that applications within one year of a previous, **successful**, application will not be considered).

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Specific Project for which the Application is Made (**See note below**):

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Please Detail the Specific and Tangible Outcomes Expected From The Project:

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How Long Will the Project Take To Complete?

Total Amount Applied For (Not to Exceed £5,000)

Please Submit a Detailed Itemised Costing of the Project (If you have any existing photos of the project please include these with your application):

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Is the Project Dependent On Additional Funding From Other Sources In Order to be Completed?

If Yes Where Are These Funds Coming From?

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How Many Individual Beneficiaries Will There Be as A Result of Completion of The Project?

Please Note: We Do Not Fund Applications Where Training Is the Main Reason for The Request.

To Help the Trustees Decide on the Merits of Your Application Please Answer the Following Questions:
(Failure to provide this application may result in the application being rejected or delayed)

What Was the Income of the Organisation in the Last Financial Year? (Preference is given to organisations with income of less than £100,000)

What Were the Administrative Operating Costs as A Percentage of Income (If these are in excess of 20% please rationalise):

Our Rational Is:

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What Are the Current Value of Your Reserves:

We believe that it is fair to expect sufficient reserves to cover six months of operational costs. If it is more please explain why:

Our Explanation Is:

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Have You Had An Increase in Your Reserves in the Last Two Years

If **Yes** Can You Explain Why Existing Funds Are Not Being Applied to The Current Project?

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Please Also Note That the Application Must Be Accompanied by a Full Set of Accounts That Have Been Prepared in The Last 18 Months.

Is There Anything You Need to Explain About Your Accounts?

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Please note: Our "Due Diligence" process includes checking that; any person involved in running the organisation or delivering its services, is not the subject of any sanctions by the United States or UK Governments, The United Nations and the European Union.

We Like to Be Kept Up to Date With the Progress of All the Projects We Support:

Who Will Be Responsible for Spending the Grant If You Are Successful? (If different from the person applying for funding)

Name

Email Address

How Will You Be Able to Verify that The Funds Have Been Distributed / Used In-Line With this Application?

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Will You Be Able to Supply a Short Report, with Pictures and Video, On Completion of the Project?

Yes / No

(Who will be responsible for providing this if not you?)

Name

Email Address

We Would Like to Connect with Your Organisation on Social Media, Do You Have the Following Profiles?

Twitter

Facebook

LinkedIn

On behalf of the organisation on whose behalf I am applying for funds I hereby **give/withhold** (please amend as appropriate) consent for Meeting Needs to use text and images supplied in grant and project updates in all forms of Social Media promotions as they see fit.

Your Bank Details

Account Name Account Number Sort Code.....

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

Account Name.....

IBAN number/account number.....

Sort code.....

I agree that the decision of the Meeting Needs Trustees to be final and I know of no reason why we should not be awarded a grant such as; you or your organisation are subject to UN, US and European Government sanctions - Please Tick.

This application is **not** for the sole purpose of funding training Please Tick

Signature: Date:

Please return this completed form along with any supporting documents to:

Karen Small,
Meeting Needs,
C/O BDRRC,
Kingsbourne House,
229-231 High Holborn,
London,
WC1V 7DA,
United Kingdom



Or by Email: ksmall@meetingneeds.org.uk