

Gannett Foundation - application for a grant

Form revised 2008

Please note that completed application forms and any attachments (including DVDs, CDs, etc) are non-returnable

This application form must not be altered in any way

Please type your submission

Name of your organisation:

Address of organisation:

Contact address (if different):

Daytime telephone number:

Name of contact person and position within the organisation:

E-mail address:

Fax number:

Is your organisation a registered charity?

If not, is there an application pending?

If yes, please give the registered charity number:

When did your organisation start?

Does your organisation work with children?

If yes do you have a Child's protection Policy?

Please attach a copy of that policy

Has your organisation applied for a grant from the Gannett Foundation before?

Has your organisation received a grant from the Gannett Foundation before? If yes, please state when the grant was received, the amount given. Please also state what the grant was used for?

Please note that if you have received a grant within the last two years your organisation is not be eligible to apply for another grant during this two-year timeframe.

What are the main activities of your organisation:

Please explain what you need funding for, e.g. a project or piece of equipment etc,?

Please note we do NOT fund salaries, this includes paying the expenses of volunteers, advertising and publicity material, general appeals and on-going appeals or short-term activities; please refer to the criteria for guidance, a copy of which is obtainable from your local newspaper.

(if you need more space, please attach a detailed proposal on no more than two pages)

Please explain how the local community will benefit:

What is the project's time period?

Please give details of the full costs of the piece of work or equipment that you are applying for:

How much are you applying for from the Gannett Foundation?

Is this the full amount required for this project/piece of equipment?

If not what other funding do you have for this project, including any funds from your own resources, and when do you expect all the funding to be in place?

Please tell us the name of the organisation that should appear on the cheque:

Declaration:

Signature of person submitting the form:

Date:

Signature of the Chairman of the Management Committee (or another member of the management committee if the Chairman is completing the form): **Please note your application must include your most recent set of accounts.**

Date:

Checklist, please make sure you have:

Please type your answers.

Answered every question

Signed the form (two signatures)

Enclosed your most recent accounts or financial information

Enclosed a list of names and addresses of the members of your Management Committee

Please return to:

Please fill in the name and address of Newspaper