

THE SOBELL FOUNDATION

P.O. Box 2137, Shepton Mallet, Somerset BA4 6YA, UK

Application Form

This application form should be **sent by post** (not sent by email) to the administrator, to the address shown above, together with the necessary enclosures. For further details and other information that you should read before applying, see the Guidelines For Applicants document.

Please type your answers or write clearly in capital letters.

Application for Funding

Have you applied to the Sobell Foundation before? *Please note that we do not accept applications within a year of a previous application, whether successful or otherwise.*

If so, please quote your most recent reference number. If this is not known, and your organisation's name has changed since the application, please give the previous name, and in the case of UK charities, if your Charity Registration no. has changed, please give the previous number.

Section 1 – About your organisation

1.1 The full legal name of your organisation (In the case of UK charities, if your application is successful, we will make the cheque payable to this name)

1.2 For UK charities:

For a registered charity, please give your Charity Registration no.

For a tax exempt charity please give your Exemption no. (and enclose a copy of your of Inland Revenue certificate of exemption)

1.3 Which of the following sectors does your organisation's projects and activities fit into? If you select more than one sector then you should indicate a 'lead' sector – that is the sector that you think is the closest fit.

		Lead sector
Community		
Cultural & Environment		
Education		
Hardship Alleviation		
Medical Treatment and/or Care		
Other (specify)		

1.4 The geographic area in which your organisation works (town, region or country)

1.5 Name by which your organisation is commonly known, if not the same as above

1.6 Main contact (the person we should write to and the contact details we should use)	
Title and Name	
Role within organisation	
Address	
Post code (UK only)	
Country	
Telephone	
Email	

1.7 For overseas applicants, please give the following details for a UK registered charity through which grants can be channelled on your behalf.	
Full legal name of the charity (if your application is successful, we will make the cheque payable to this name)	
Charity Registration no.	
Main contact (the person we should write to and the contact details we should use)	
Title and Name	
Role within organisation	
Address	
Post code (UK only)	
Country	
Telephone	
Email	

Section 2 – About the project or activity for which you are applying for funding

2.1 What is the name of the project or activity?

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2.2 What is the **total** amount of money you are requesting from The Sobell Foundation?

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2.3 Please enter the date of your application (in our reply, we will refer to this as your application date)

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2.4 Over what period will the grant be spent? (Applications for three and five-year funding are acceptable)

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2.5 Please complete the following sentence briefly and concisely.

If successful, we will use a grant from The Sobell Foundation to fund

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2.6 Please provide the following information about the project or activity for which you are applying for funding. You may either write your answers here, or enclose a separate document, but please make this as clear and concise as possible.

2.6 a Need. Describe and quantify the need that you intend to address.

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2.6 b Approach. Describe how you intend to address this need.

2.6 c Time Plan. Provide an outline time plan identifying the key milestones.

2.6 d Financial plan. Provide an outline financial plan in relation to the project or activity showing income and expenditure. For income, identify funding already received, funding that has been promised and the remaining funding that is required and when it is required by. For expenditure, identify expenditure to date, expenditure you are committed to and planned future expenditure.

2.6 e Resources. Provide outline estimates for all other resources that you will need and the progress you have made in securing them (for example, people, buildings, equipment, services, facilities and materials).

2.6 f Success Criteria. How will you measure whether you have been successful in meeting the need?

2.6 g Ability and Experience. Provide details of your organisation's ability and previous experience in this area.

2.6 h Distinguishing factors. What distinguishes you, and this application, from other charities working in this area, and similar applications?

Enclosures

The following enclosures are required; you may use this table as a checklist.

	Enclosed ?
Supporting information about your organisation: Current year's summary income & expenditure budget Most recent annual report Most recent accounts Inland Revenue certificate of exemption (if required)	
Supporting information about the project or activity (optional)	