

APPLICATION FOR SPECIAL FUNDING TO SUNBEAM HOUSE TRUST

Name of Applicant: _____

Contact Details: _____

Organisation/recommender _____

Address of Applicant: _____

Date of Application: _____

Amount of grant **sought/applied for** _____

A Grant is required for the following purposes (please summarise):

Brief overview/history of service **need** - purpose, activities and accomplishments. Please specify the primary service provided, state the geographic area served and describe client population.

List of Networks and Organisations to which the applicant's service is affiliated.

What is the need and how has it been identified ?

Detailed description of the issue or problem to be addressed with grant funds.
What are the goals and objectives for this funding? What impact will this funding have in the short term and long term?

Benefits to Individuals

Describe how individuals will benefit from this funding.

Funding from other sources. Please explain why funding is required from Sunbeam House Trust. Has funding previously been sought from other sources? Is funding available from any other source? Please give details.

Planning and Implementation

List the steps you will follow to accomplish your objectives (plan of action, anticipated timeline, and staff/volunteer roles and responsibilities).

Evaluation

Explain how outcomes will be measured.

Administration

Who will be responsible for purchasing?

Who will be responsible for repairing and maintaining any equipment purchased?

Who will monitor and be accountable for the appropriate use of this funding?

Who will be responsible for record keeping in relation to this funding?

Explain how your your application fits the objectives of this Trust

ATTACHMENTS (Please attach any relevant documentation such as costings, business plan, quotations, etc. please list attachments below:

Received by: _____

Date: _____

Discussed at meeting on ____/____/____

Signed _____

FOR OFFICE USE ONLY

Amount granted _____

Cheque issued _____ Payable to _____

Follow up:

SEPA

IMPACT

RECEIPT

AOB