



Please refer to the guidance document and to the specific notes referred to below when completing this form



Quaker Peace
& Social Witness

Application for QPSW Relief Grant 2017

Please complete all applicable sections before returning to this front page and completing sections D and E for submission. **See note 16**

1. Reference _____ **See note 1** $\hat{O}[\sim]\hat{d}^{\wedge}$ _____

2. Project Name _____

Section A: The Quaker Link

3. Quaker Meeting(s) and/or other Quaker groups supporting this application by minute

See note 2

4. Link Name: _____ **See note 3**

5. Address: _____

6. Postcode: _____

7. Phone: _____ 8. Mobile phone: _____

9. e-mail: _____

10. Meeting: _____

Section E: Declaration **See note 16**

I apply for a QPSW Relief Grant (2017) of

£ _____

Signed: _____

Date: _____

Section D: Attachments **See note 16**

11. Please explain how Quakers are involved in supporting this project (e.g. as trustees, volunteers, giving financial support, giving spiritual support). If the Quaker Link Name presenting this application is acting as the formal representative of a meeting or group please detail that clearly in this section. **See note 4**

See note 5

Section B: The Project

Project Contact See note 6

12. Name: _____

13. Address: _____

14. Postcode: _____

15. Phone (day): _____ 16. Fax: _____

17. e-mail: _____

18. Website: _____

Management See note 7

19. How is the organisation managed?

20. Is it a registered charity? _____ 21. Charity Number _____

Description See note 8

22. Indicate **briefly** the immediate cause of the suffering to be relieved by this project

23. Indicate **briefly** how the project arose?

24. Please describe the project and explain how it will assist the people concerned to establish a sustainable or more sustainable position. **See note 9**

25. Please itemise, with costs, the **specific purpose(s)** for which a QPSW Relief Grant would be used (e.g. staffing costs, planning and development, capital equipment, consumable materials, fees). If the grant applied for will not cover the whole cost, please include the expected total budget figure for the project. **See note 10**

Sustainability See note 11

26. Please explain how it is intended to achieve the aim of **financial sustainability** or **completion** by the end of the period of any QPSW Relief Grants paid.

27. Please explain how **environmental sustainability** is being taken into account in this project.

Section C: Finance

28. Please outline the general financial position of the project including details of any other money requested, promised or received so far (e.g. from statutory bodies, other trusts, banks or individuals. **See note 12**

29. Please state the amount of the QPSW Relief Grant requested for 2017

£ _____

30. Please state whether this is a one-off request or whether you expect to apply for further instalments in 2018 and 2019. **See note 13**

Details of any existing bank accounts for the project. See note 14

31. Name of account 1 _____

32. Name of bank: _____

33. Address of bank: _____

34. Account number: _____

35. Sort code: _____

36. Swift code: _____

37. IBAN: _____

38. Name of contact person for account 1: _____

39. Address: _____

40. Telephone: _____

41. e-mail: _____

42. Name of account 2 _____

43. Name of bank: _____

44. Address of bank: _____

45. Account number: _____

46. Sort code: _____

47. Swift code: _____

48. IBAN: _____

49. Name of contact person for account 2: _____

50. Address: _____

51. Telephone: _____

52. e-mail: _____

53. If the grant is to be spent outside the UK, are there any existing or planned arrangements for the transfer of funds overseas? If so please give details. **See note 15**

Section D: Measuring Success, Assessing Risk

54. How will you measure the success of your project?

55. What are the risks involved in the project and how will you manage them?

Now return to the first page of this form and complete sections D and E for submission. See note 16

56. You may use this page, if necessary, to provide additional information that did not fit on the space provided in the main sections of this form. Please indicate clearly which response is being continued.

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