

**Please read instructions at the end of this application form before completing it**

<b>A. YOUR ORGANISATION</b>			
<b>1. Name of organisation</b> <i>Including acronym or abbreviation (if any)</i>			
<b>2. When was your organisation established?</b> <i>Including month and year</i>			
<b>3. Full name of contact person</b> <i>Including title (Dr/Mr/Mrs/Ms/Rev)</i>			
<b>4. Full postal address of organisation</b>			
<b>5. Full physical address of organisation</b> <i>(if different from postal address)</i>			
<b>6. Telephone number</b> <i>Including country and city codes</i>			
<b>7. Fax number</b> <i>(if applicable)</i> <i>Including country and city codes</i>			
<b>8. Email/s</b> <i>Most contact from Feed the Minds will be through email</i>			
<b>9. Website</b> <i>(if applicable)</i>			
<b>10. Main aims and objectives of your organisation</b>			
<b>a) What does your organisation exist to achieve?</b>			
<b>b) Who are the key target groups you work with?</b>			
<b>c) Vision, mission or values statement (if applicable)</b>			
<b>11. What major projects have been carried out by your organisation in the last two years?</b>			
<b>Year</b>	<b>Project title</b>	<b>Budget in £GBP</b>	<b>Source of funding</b>

<b>12. Has your organisation had previous funding from Feed the Minds?</b> <i>If yes, please give details including dates, amount of funding, project title and reference number (if applicable)</i>			
<b>13. How does your organisation fund its activities?</b> <i>Please include other donors and local contribution (if applicable)</i>			
<b>14. What is the annual turnover of your organisation in £GBP?</b>	<b>Exchange Rate</b>	<b>£1 =</b>	
	<b>Year</b>		<b>Annual turnover</b>
			£
			£
<b>15. What is the structure of your organisation?</b> <i>Please describe the management structure including information on the governing/trustee body (if applicable), and number of staff.</i>  <i>Please include gender breakdown</i>			
<b>16. How would you describe your organisation?</b> <i>(please tick all relevant boxes)</i>	<input type="checkbox"/>	Non-governmental organisation (NGO)	
	<input type="checkbox"/>	Community-based organisation (CBO)	
	<input type="checkbox"/>	Other (please specify)	
<b>17. Faith-basis</b> - <i>In what ways, if any, is your organisation linked with local churches or other faith-based organisations? e.g. religious leaders on your board of trustees, working with churches in delivering your programmes, receiving support from religious institutions, or religious principles influencing your work.</i>			
<b>18. Please supply details of two external referees</b> <i>e.g. other/previous donors, director of a partner organisation. Please ensure that these people are not directly connected with your organisation but are able to give an independent reference.</i>			
	<b>First referee</b>	<b>Second referee</b>	
<b>Name</b>			
<b>Organisation</b>			
<b>Job title</b>			
<b>Email</b>			
<b>Phone number</b> <i>Including country and city codes</i>			
<b>How does this person know your organisation?</b>			
<b>How long have they known you for?</b>			

**Section B should not exceed 6 pages**

***Please type if possible; if handwritten ensure you provide sufficient details***

<b>B. PROPOSED PROJECT APPLICATION</b>
<b>1. Title of project</b> - <i>The title should tell the focus of the project. Please keep it brief and simple.</i>
<b>2. Area of implementation</b>
<b>a) Name of country, district or villages</b>
<b>b) Explain why this area was selected</b>
<b>3. Summary of the project in less than 100 words</b> - <i>Please explain the main features of your project</i>
<b>4. Project framework</b>
<b>a) Project aim</b> - <i>What is the overall change to which this project will contribute?</i>
<b>b) Project objectives</b> - <i>What are the intended achievements of this project?</i>
1. 2. 3. 4.
<b>c) Project outcomes</b> - <i>What will be the changes you expect to see taking place for individuals, communities and organisations?</i>
1. 2. 3. 4.

**d) Project activities**  
*Please list the activities that will take place in order to meet the objectives and indicate when they will take place*

Activities	Timetable

**5. Methodology and approach**

**a) What methodology or approach will you be using?**

**b) What expertise does your organisation have?**

**c) What evidence do you have that this will achieve the intended results?**

**d) How does your project support the development of literacy skills? See Feed the Minds Literacy Policy**

**6. Identification of the need**

**a) What needs assessment have you carried out?**

**b) When was this completed?**

**c) Who participated?**

**d) What were the findings and results?**

**7. Who are the intended beneficiaries of this project?** *Please include approximate numbers, gender, age and any other relevant categorisation. Specify direct and indirect beneficiaries.*

**8. Will other organisations be involved in this project? If yes, how?**

**9. How will the impact of the project be sustained?**  
*Explain how the project or its impact will continue after the funding period has ended.*

**10. Monitoring and evaluation**  
***Monitoring** is the process of ensuring that the project meets its objectives and the activities are carried out on time and within the resources available. **Evaluation** is the process of measuring the effectiveness and impact of the project and the achievement of the intended outcomes.*

**a) Who will be responsible for monitoring and evaluation?**

**b) What specific activities will take place to evaluate the progress towards the project outcomes?**

**c) How will this information be used to benefit your organisation and the communities you work with?**

<b>11. Is this application for the continuation of an existing project?</b>	Yes/No
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**a) How does this project build on the previous one?**

**b) What lessons learnt have been incorporated in the current proposal?**

**c) Is there an evaluation report from the previous project? (Please do not attach, this will be requested if required)**

**Section C - All amounts should be in £GBP.**

**Please provide sufficient detail on the costs associated with the project and how funds will be used. Where possible break down the costs (e.g. HIV/AIDS Training – venue, speaker fees, handouts, food).**

<b>C. BUDGET - please add more lines as necessary</b>				
<b>Exchange rate</b>	<b>£1 =</b>			
<b>Expenditure items</b>	<b>Anticipated expenditure Feed the Minds</b>	<b>Other funders Awaiting response / Successful<sup>1</sup></b>	<b>Local contribution</b>	<b>TOTAL</b>
<b>CAPITAL COSTS<sup>2</sup></b>				
	£	£	£	£
	£	£	£	£
	£	£	£	£
	£	£	£	£
<b>Total capital costs</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>REVENUE COSTS<sup>3</sup></b>				
	£	£	£	£
	£	£	£	£
	£	£	£	£
	£	£	£	£
<b>Total revenue costs</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>TOTAL BUDGET</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Any additional information on budget</b> <i>If your budget includes the purchase of equipment or other capital costs you should provide justification for this here.</i>				
<b>Amount sought from Feed the Minds</b>	£			
<b>Authorised by</b>	<b>Name:</b>			
	<b>Position:</b>			
	<b>Date:</b>			

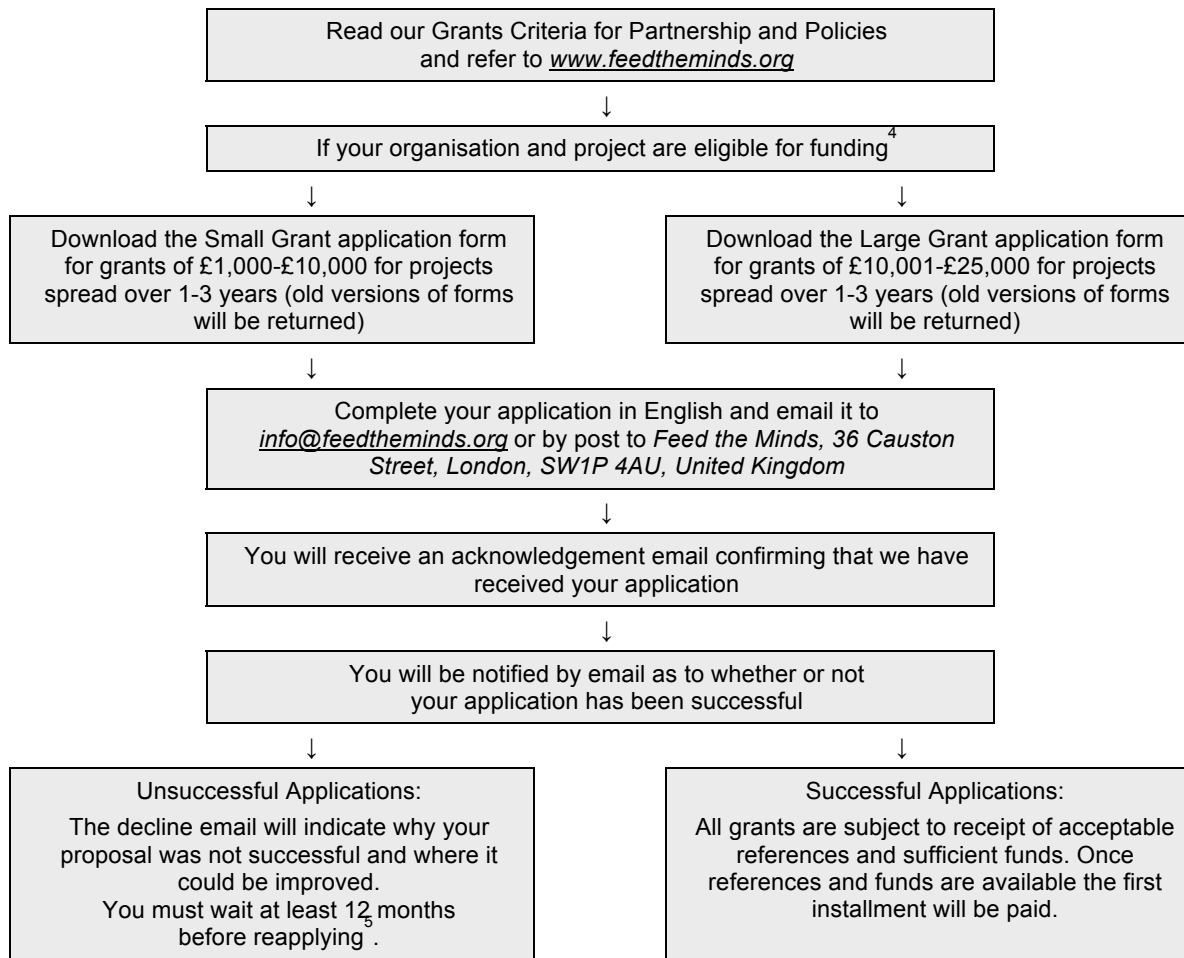
<sup>1</sup> Please give details if you have applied for funding from other sources and are awaiting a response or successful.

<sup>2</sup> Capital costs are costs for the purchase of goods which will outlast the length of the project. They are costs for things that will not be used up during the length of the project and so will provide infrastructure or equipment that the organisation will retain once the project has ended. Examples include, but are not limited to, buildings, vehicles, computers, equipment such as printing presses, blackboards, furniture, etc. Limited funds means that Feed the Minds is unable to fund projects which include more than 15% for capital costs.

<sup>3</sup> Revenue costs are all costs associated with the purchase of goods or services which will be consumed within the course of the project. Examples include staff time, administrative costs, transport, consumable materials such as paper or pens, venue hire, etc.

How did you find out about Feed the Minds? (please tick all relevant boxes)			
<input type="checkbox"/>	Another partner	<input type="checkbox"/>	Website
<input type="checkbox"/>	Another donor	<input type="checkbox"/>	Media coverage
<input type="checkbox"/>		<input type="checkbox"/>	Other (please specify)

If you wish to apply for funding from Feed the Minds, please follow these instructions:



Application Timetable		
<b>Applications accepted from:</b>	<b>Grants Committee Meeting</b>	<b>Applicants informed by</b>
<b>15<sup>th</sup> February – 15<sup>th</sup> April 2010</b>	<b>11<sup>th</sup> June 2010</b>	<b>1<sup>st</sup> August 2010</b>
<b>15<sup>th</sup> June – 15<sup>th</sup> August 2010</b>	<b>15<sup>th</sup> October 2010</b>	<b>1<sup>st</sup> December 2010</b>

Please note that applications will **ONLY** be accepted between the dates listed. Applications received at other times will not be considered. An organisation may apply to one of the grant round above, not both. Outside these times Feed the Minds might invite specific applications in line with strategic priorities.

Please note that Feed the Minds receives large number of applications and is able to approve only a limited number in accordance with our grants criteria, our strategic priorities and funds we have available. Therefore, under no circumstances should you undertake expenses or make promises to beneficiaries or partners prior to written notification that your proposal has been successful.

<sup>4</sup> Partners with current projects should contact Feed the Minds before completing new applications.

<sup>5</sup> Please note that hardcopy applications are not kept.