

RUPARELIA FOUNDATION GRANT APPLICATION FORM

Before starting to filling in this form, please make sure you have read the application guidelines carefully. If you are using a paper form, please write clearly in black ink or type.

SECTION 1.0 CONTACT DETAILS

Name of the group, organization or individual: _____

Name of the primary contact for this application: _____

Role of the primary contact: _____

Organization's physical: _____

Postcode: _____

Working Telephone Number: _____

Email: _____

Website: _____

How would you like us to contact you? By telephone By email In writing

SECTION 2.0 PROJECT DETAILS

By "project" we mean the group, activity, event or item/s you would like us to fund.

Project name: _____

Total amount requested (Total amount you would like us to fund) _____

Type of grant requested: Start up Development Others (Please give details) _____

Project description (Please provide an overview of you project, i.e what you will do, how you will do it and what you would spend the grant on.



How long has the project been running?

0-2 months

Over 12 months (if over 12 months, when did it start?) _____

Why is this project needed and how can you demonstrate this? (Tell us about what issues or problems this project will address and how you have consulted the people who would use the project for example conducting surveys, gathering feedback, service gaps etc)

Is the project aimed at particular members of the community? (This might be people with a particular gender, ethnic, age, disease, social status, etc)

No, open to all

Yes (please specify who and why) _____

How will the project benefit people you have stated above?

How many people will your project involve?

<p>Current numbers</p> <p>Careers: _____</p> <p>Patients: _____</p> <p>Students: _____</p> <p>Others (Specify): _____</p>	<p>Proposed numbers</p> <p>Careers: _____</p> <p>Patients: _____</p> <p>Students: _____</p> <p>Others (specify): _____</p>
---	--

How will you evaluate the project to find out if it has been successful?

If this is not a one-off project, how will you sustain the project after any awarded funds have been spent? (Sustainability plan)

SECTION 3.0 FINANCE

Please provide the breakdown of the amount you are requesting, ensuring that the items applied for reflect the project being described in Section Two. In column “b”, please tell us how much the item/activity will cost overall. In column “c”, please tell us how much (if any) of the total cost will be covered by other source. In column “d”, please tell us how much you are requesting from Ruparelia Foundation.

Item/activity (a)	Total cost (b)	Amount already secured (c)	Amount requested from Ruparelia Foundation (d)

*Please do not attach any quotes with your application. However, the Foundation reserves the right to request copies of quotes you have obtained if necessary.

If you are awarded a grant, where would your funding be paid into?

- Project bank account
- Host organization bank account
- None of the above. We will be opening a bank account if awarded funding

*Please note that we are unable to pay into a personal bank account

SECTION 4.0 DATA PROTECTION AND PUBLICITY

By submitting this form, you agree to us:

Recording your details on a database, to help us with useful data about the applications we receive;

Publishing your details on our online Ruparelia Foundation directory to help improve access to local support groups for people with similar project. We will contact you about this separately.

Using your details for any Ruparelia Foundation publicity work. This is only if you are award funding by the Foundation.

We may also contact you from time to time by phone, email, text or post to tell you about how we can support you and how you can get involved with our work. Your details will be kept securely and only shared with our partners who work on behalf or with the Foundation to deliver and improve services for people with similar projects. We never sell or swap your detail with third parties.

Please tick here if you do not want the Foundation to use your information in this way.

SECTION 5.0 CHECKLIST AND DECLARATION

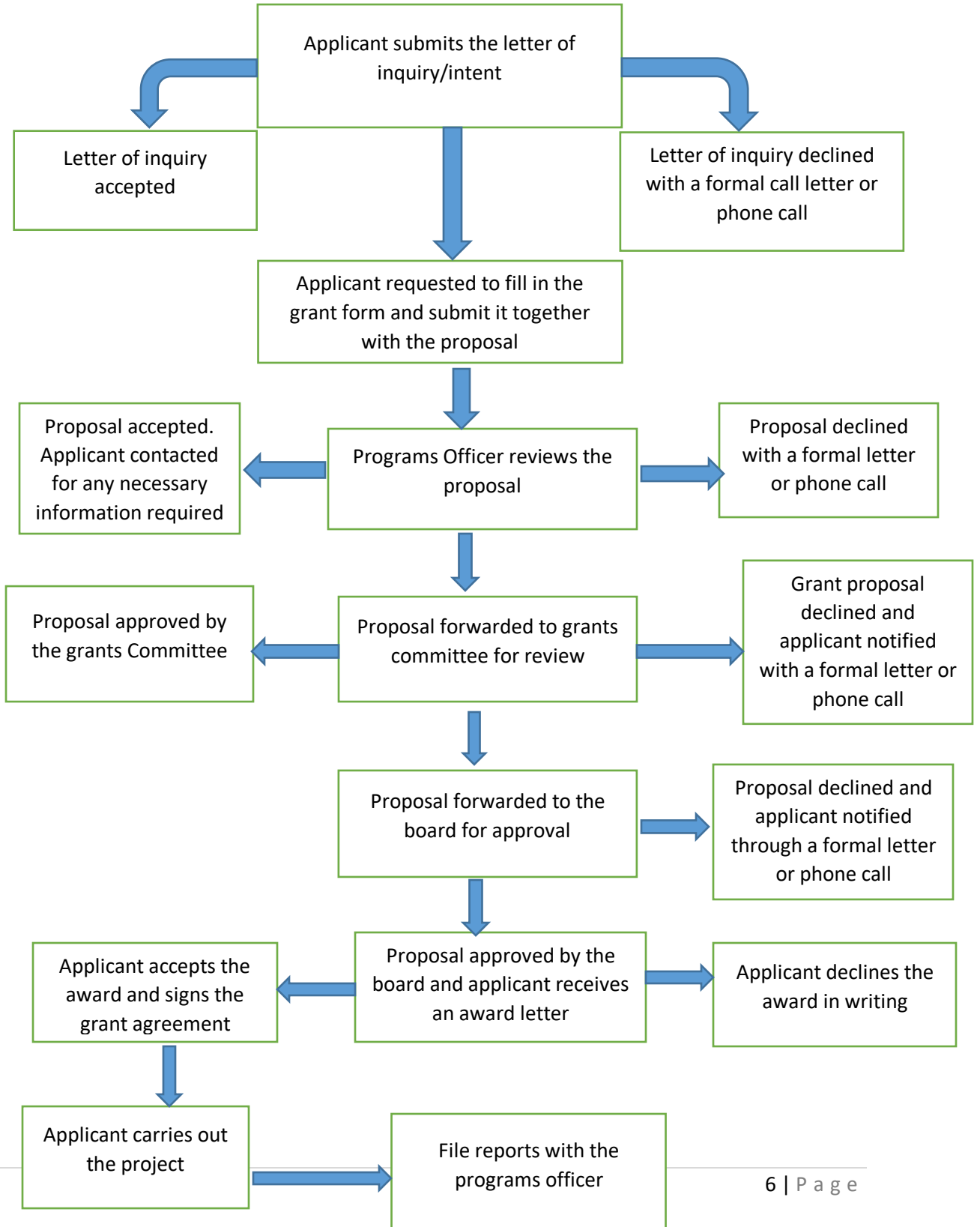
Before submitting this form, please tick all boxes to confirm all boxes to confirm you have done the following:

Answered all the questions in the grant form

Checked your financial breakdown ensuring that the totals are correct

Attached evidence of bank account details e.g. Bank statement copy, letter from bank.

GRANT APPLICATION PROCESS





YOUR APPLICATION CAN BE SUBMITTED in the following ways

By physically dropping your application at Crane Chambers, 4th Floor, Plot 38 Kampala Road.

By Emailing it to info@ruparelia.org (The Foundation needs an account)

Alternatively, you can fill our application form online at
<https://www.rupareliafoundation.org/application-guidelines>

*For help on filling this application form, please don't hesitate to contact us on +256 414-343-500/ 232-932

I confirm that the information on this application is true and accurate, and have read and agree with the terms and conditions outlined in the application pack.

Name: _____

Signed: _____ Date: _____

For official use only

Received by: _____ Date: _____
Signature: _____