



# The Rayne Foundation

## Application cover sheet (Stage One)

Legal name of organisation:

Working name:

Year your organisation was established:

Charity number (if applicable):

Name of main contact:

Title: Mr/Ms/Other

Position held:

Chief Executive (if different from main contact):

Chair of Trustees:

Organisation address:

Correspondence address (*if different*):

Organisation telephone:

Contact email address:

Contact telephone:

Website:

*Please answer for your organisation as a whole:*

Have you applied to The Rayne Foundation before?  Yes  No

Primary beneficiaries and numbers:

Geographical area(s) in which you work:

How many paid staff (full-time equivalent) do you employ?

How many volunteers do you have?

Annual accounts year ending:

Total income: £

Total expenditure: £

Free reserves: £

*Your request*

Project Name:

*If your request is for core costs, please state 'core costs' as your project name*

Amount requested from the Rayne Foundation: £

Appeal Summary:

*A summary of your request in no more than three sentences.*

**I confirm that to the best of my knowledge all of the information contained within the attached application is correct.**

Signature:

Date:

Name and position in organisation:

### **Stage One Questions**

Please send us an outline proposal which answers the following questions on no more than three to four sides of A4 paper:

1. Please tell us about the work of your organisation and your track record.
2. Please provide an outline of the issue you want to address and why your organisation is best placed to respond to this need.
3. What practical difference do you want to make and how you propose to do this? Please include details of the anticipated outcomes and how you propose to achieve these.
4. Having considered the characteristics of the organisations and projects that we prefer to fund (see website for full details), why do you believe there is a good match between the project you have described above and The Rayne Foundation?
5. What would you like The Rayne Foundation to help with?

Please enclose the following:

1. An income and expenditure budget for the proposed activity showing what has been raised and from whom, where you would like us to make a contribution and how much, and how any shortfall will be met.
2. A copy of your most recent annual accounts.
3. If the request is for work which follows on from a recent pilot, please enclose the relevant findings or evaluation.

*Please send your completed application (cover sheet, answers to the above and attachments) to [applications@raynefoundation.org.uk](mailto:applications@raynefoundation.org.uk). We prefer to receive applications by email but if for any reason you are unable to send it this way, please post to The Rayne Foundation, 100 George Street, London W1U 8NU.*