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**Application cover sheet (Stage One)**

Legal name of organisation:

Working name:

Year your organisation was established:

Charity (Amuta) number:

Name of main contact: Title: Mr/Ms/Other

Position held:

Chief Executive (if different from main contact):

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 Trust before? Yes/No

How many Jewish and Arab beneficiaries and numbers of each:

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

How many Jewish and Arab volunteers do you have?

Audited accounts year ending:

Total income: £

Total expenditure: £

Free reserves\*: £ and %

*\*(see our guidelines for details on how to calculate these)*

*Your request*

Project Name:

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

Which area of special interest your organisation is working in? *Please select*

[ ]  Building an equal and shared society between Jews and Arabs

[ ]  The wellbeing of refugees and asylum seekers

[ ]  Improved mental health

Is your project open to all citizens of Israel, including Jews, Arabs and any other minority groups?

How many direct and indirect beneficiaries do you expect to reach with this project?

Total project cost: £

Amount requested from the Rayne Trust: £

Project Start date:

Project Finish date:

Appeal Summary:

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

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| --- |
| *Safeguarding\*:*1. What policies do you have in place relevant to safeguarding?
2. Name and position of person responsible for listening to a complaint or concern? What training do they have?
3. What training takes place for all staff, volunteers and Trustees and how often?
4. How do users, staff and volunteers of your charity know what to do if they are concerned about an individual’s welfare? How often are the policies and procedures reviewed and by whom?
5. What information is reported to the CEO and/or Trustees and possibly beyond? How does the CEO follow up, report or refer?
6. Have there been any incidents of concern the charity has dealt with in the last 12 months? How were these dealt with and what were the learning points and actions for the organisation?

*\*(See our guidelines)* |

**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**

Using the format below as a template please answer the following questions on no more than two to three sides of A4 paper:

1. The organisation. Please tell us about the work of your organisation (100 words maximum)
2. The programme

a. Please describe the work you are asking us to fund, provide an outline of the programme, why it is needed (250 words maximum)

b. Please provide a brief summary of the evidence that this work is needed.

1. Anticipated measurable outcomes.
2. What practical difference do you want to make and how you propose to do this?
3. Please list up to four anticipated measurable outcomes that your organisation aims to achieve through your programme. (100 words maximum)
4. What will a grant from The Rayne Trust be used for? (50 words maximum)

Please enclose the following:

1. A balanced income and expenditure budget in £ for the proposed activity showing what has been raised and from whom, and how much, and how any shortfall will be met.
2. A copy of your most recent HEBREW audited 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* *israelapplications@raynetrust.org*.