

# Sir John Cass's Foundation



## Initial Enquiry Form for Schools and Organisations

**Please read our Guidelines for Schools and Organisations, and Organisation Grants: Priorities for Grant Making before completing this form.**

Sir John Cass's Foundation operates a two-stage application process. Schools and Organisations applying for a grant should complete this form and send or email it to us **together with a two page project description and an outline budget.**

We will consider your enquiry and will reply within three weeks to let you know whether or not your proposal meets the Foundation's grant giving priorities. If it does, and the Foundation is interested in pursuing your proposal to full application stage, you will be invited to submit a full application and will be sent a copy of our **Stage 2 Application Guidelines for Schools and Organisations.**

Our two stage process gives schools and organisations the opportunity to enquire about making an application to the Foundation without the need to submit a full application. Applying for funding is a time consuming process and our initial enquiry stage aims to save schools and organisations the time and effort of making a full application where the Foundation is unable to assist because of the limit of our grants budget or because a proposal does not or only partially meets our priorities.

### About your organisation

Organisation name

Main contact            Mr/Mrs/Ms/Miss

Job title

Address

Post Code

Phone number

Email address

Website

### About your project

Name of your  
project

Brief project description

Please provide a brief description of the project you are asking us to fund (max. 100 words)

## Summary Project Description & Budget

Please include a summary outlining the project you are seeking funding for; its aims, outputs and outcomes; and outline budget. Please limit your project description to two pages of A4.

When will your project start and finish?

Begins

Ends

Duration of the grant you are seeking

Less than one year

1-2 years

2-3 years

3 years +

Amount you wish to apply for

£

Total cost of the project

£

## Priorities

Which priority does your project seek to address?

Widening Participation in Further & Higher Education

work with under-represented communities and/or hard to reach learners

Truancy, Exclusion & Behaviour Management

work with primary and secondary schools

Prisoner Education

work with prisoners and ex-offenders

New Initiatives

groundbreaking projects

new in context, addresses an identified need

addressing under-achievement in literacy or numeracy

attracting young people into teaching

## Participants and beneficiaries

What age are the people who will take part in, or benefit from, your project?

Primary school age (5-11 years)

Secondary school age (11-16 yrs)

Young Adults (17-18 years)

Adults (19-25 years)

*(please tick all the boxes that apply)*

Which inner London boroughs will your project participants/beneficiaries come from?

*(please tick all the boxes that apply)*

- Camden
- City of London
- Greenwich
- Hackney
- Hammersmith & Fulham
- Islington
- Kensington & Chelsea
- Lambeth
- Lewisham
- Newham
- Southwark
- Tower Hamlets
- Wandsworth
- Westminster
- Other (please specify) .....

Will your project benefit disabled people?

- Yes, it is a project for disabled people
- Disabled people will take part, but the project is not specifically aimed at them
- No

**How you heard about us**

How did you hear about the Foundation?

- Advert
- Another funder
- Foundation leaflet
- Foundation website
- Funding directory
- Received funding before
- Word of mouth
- Other (please describe) .....

Have you received funding from the Foundation before?

- Yes, within the last last 5 years
- Yes, but more than 5 years ago
- No

Have you visited our website?

- Yes
- No

Signed

Dated

Name of signatory

Job Title

**Sir John Cass's Foundation**

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