Pre questionnaire: Funding Advice 

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| *Be aware that, as an snvb client, you agree that we hold certain personal details about you. These are stored securely and used only in connection with providing this service to you personally. We encourage you to subscribe to our database so that we can send you news and information about all of our services from time to time. You can do this by clicking the link on any page of our website. Details of our privacy policy can be provided to you on request.* |

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| Providing the information to us on this form will give our adviser an overview of your needs and allow them to be well prepared to discuss all of your questions. |

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| Name: | Organisation: |
| Address: | Telephone Number |
| Email: | |

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| Have you Identified a need for your project? | |
| Will it help you to….. | |
| Help more beneficiaries |  |
| Raise more money in order to help beneficiaries |  |
| Contribute to the overall vision of your organisation |  |
| Increase awareness of your organisation |  |
| Ensure your organisation runs more efficiently |  |
| Develop the services or activities your organisation currently provides |  |

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| Please provide us with a brief outline of your project |

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| Who do you hope will benefit, directly and indirectly from this project? | |
| Have you consulted with the beneficiaries or potential beneficiaries of this project? |  |
| What research methods did you use? | |
| What evidence do you have that the project is needed? | |

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| What difference do you expect the project to make to your beneficiaries? |
| Have you thought about how will you show the change effected by your project? |

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| Does the project fit with your groups aims? |

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| Are there other organisations carrying out similar work locally? |
| If so, are you in contact with them to see how you might work together |
| If not can you make a case for what makes your project substantively different and necessary? |

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| Does your organisation have the skills to deliver this project? |
| Does your organisation have the resources to deliver this project? |
| Have you been in touch with potential partners or supporters? |

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| How much money will you need to raise? Please detail briefly what you would be spending the money on, ie revenue funding (running costs) or capital funding (equipment) |
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| Will you be making a charge or asking for donations? |
| Do you have any in kind support? |

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| Do you need any volunteers for your project? |

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| Do you have a constitution? |  |
| Do you have an equality and diversity policy? |  |
| Do you have safeguarding policy? (you may or may not need this depending on your beneficiaries) |  |
| Do you have public liability insurance |  |
| Do you have a bank account in the name of the group with 2 unrelated signatories? |  |
| You will need the above information in order to apply for funding.  If you don’t have any of them we can provide you with support to develop them, just drop us a line [Jeanette@snvb.org.uk](mailto:Jeanette@snvb.org.uk) or call us 01327 358264 | |

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| **Please email your completed form to jeanette@snvb.org.uk** |