# Application Cover Page

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| **Organization Information (\*) :** | |
| Address | Year founded  Website  Charity Commission Registration Number  Total organization annual budget  Total reach |
| President/ Executive Director  e-mail  phone | Major public and corporate partners |
| new partnership  renewal partnership | |

|  |  |
| --- | --- |
| **Name of the Project for which funding is requested  :** | |
| Description        Country       City | |
| Primary contact  e-mail  phone | |
| Target  Age       gender  Program reach  at risk or disadvantaged youth  ill | Amount of grant request       £  Total program budget      £  Grant request / total budget      (%) |
| Public or corporate partners for this project : | Opportunities for visibility and donor recognition |

*I hereby acknowledge that all information provided in this proposal is accurate to my knowledge.*

Date and signature

*(\*)* as registered with the Charity Commission

**Submission Instructions and Proposal Checklist**

To submit your proposal:

**Step One**: Compile hard copy versions of all required documents and any optional documents and send to the address listed on the introduction page of the RFP document.

**Step Two**: Send electronic versions of all documents you wish to submit to [diane.emdin@vivendi.com](mailto:diane.emdin@vivendi.com). If your organization only has hard copy versions of certain documents (e.g. media clippings) electronic submission is not required. However, all electronic submissions must include at least: the proposal narrative, the project budget and the completed application cover page (scanning is acceptable).

Please indicate with an “X” those documents you have included in your submission

**Required documents:**

      A proposal narrative in Word or PowerPoint clearly addressing each of the required elements in the Request for Proposal document

      A project budget for detailing all expenses and line item allocations for how Vivendi’s gift will be used

      A completed application cover page including signature of the Executive Director or President (see attached – 3 pages)

      Brief biographies for each person involved in the project, including the Executive Director

***If you have not received a grant from Vivendi in the past, please also include:***

      A list of current organization management committee or trustees, including their affiliations

      A copy of your organizational budget for the most recent year

      A copy of your organization’s most recent signed, audited accounts (or income/expenditure if you did not produce accounts)

      Equal Opportunities and Diversity Policy

**If you have received a grant from Vivendi in the past, please include:**

**End-of-project Progress Update (criteria included in RFP document)**

**Optional Supporting Documents**

      Your organization’s most recent annual report

      Any materials produced by your organization that highlight or showcase the work you do and the impact you have on your target audiences; digital media is preferred.

      Media clippings that highlight exposure that your organization has received for the work it does.