

# Q U I N T E S S E N T I A L L Y F O U N D A T I O N

## Criteria for Partner Charities for Quintessentially Foundation

Due to the large number of requests for support Quintessentially Foundation receives; we ask those considering approaching us to consider the notes below regarding eligibility and the submission process.

- Annually Quintessentially Foundation looks to support up to 10 charities.
- Quintessentially Foundation looks to partner with charities that improve education, health and welfare of disadvantaged people and communities worldwide.
- To apply to become one of our beneficiary charities, your Charity must be registered in the UK and independently audited.
- Your Charity must be independent of state, political party and religion.
- Due to the large number of applications we receive each year, only charities which have been shortlisted for consideration will be contacted.
- Applications will only be considered via email - to be sent to [natalie@quintessentiallyfoundation.org](mailto:natalie@quintessentiallyfoundation.org)
- One document to be sent, which is no more than 4 (A4) pages in length, including any images - 4mb in size.

The decision of the Quintessentially Foundation Trustees is final. Quintessentially Foundation reserve the right to enter into a longer partnership with a chosen Charity that extends beyond the original 12 month period, should they believe it will positively benefit the reach of the work the Charity does.

Quintessentially Foundation is a not for profit organisation. In order to cover operational costs Quintessentially Foundation retains 10% from each event after all event costs have been covered. The Grant sizes specified below highlight the amount we expect to go direct to the Charity. Please complete Part 1, Part 2 and Part 3 of the application before submitting.

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## Part 1 – Charity Operations

**Please complete all of Part 1 composed of 9 questions relating to operations of the Charity**

- 1) Please confirm your governance system
- 2) Who are your Trustees?
- 3) What corporate partnerships are you currently involved with and in what capacity?
- 4) Staff size – how many paid staff work for the Charity?
- 5) How much does the Charity predict to raise in 2017 and please specify the sources of the total income?  
(E.g. *Government grants, corporate support, voluntary donations*).
- 6) What % of the funds raised are spent on operational costs?
- 7) What are the financial reserves of the Charity?
- 8) How do you measure your project's sustainability?
- 9) What are the metrics used to measure your work to date?
- 10) What is your current Events Calendar for this year?

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## Part 2 - Specific events

Please find details below of the three annual events Quintessentially Foundation are looking for beneficiary partners for in 2017 and states the approximate grant size on offer. Quintessentially Foundation works collaboratively with Charity Partners on all events making it a joint partnership.

Please select up to **two** out of the following three events below to be the beneficiary of; in order of preference. Answer all questions relating to those 1 or 2 events only.

### Event 1 - Shooting Challenge

**Approximate grant size: £60,000 - £80,000**

**Date: 18<sup>th</sup> May 2017**

#### Event Description:

Taking place over five drives, 30 teams of 4 shoot a total of 1000 clays each and take part in an individual shot competition at Englefield Estate. Guests are then treated to a delicious lunch followed by a live and silent auction of 'money-can't-buy' prizes. Each Team is priced at £3,500 for the day.

### Event 2 - Poker Night

**Approximate grant size: £40,000 -£50,000**

**Date: October 2017**

#### Event Description:

The Poker Night is set in The Savoy's beautiful Lancaster Ballroom, inviting 250 guests to take their seats alongside poker enthusiasts, players and VIPs alike. The night consists of a champagne reception, flowing drinks and canapés and the poker tournament itself run by PokerStars. At stake are 10 amazing 'money-can't-buy' prizes. The event has been running for 5 years. Tables of 10 are priced at £5,000 and individual tickets at £500 a head.

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## **Event 3 – The Fayre of St James’s**

**Approximate grant size: £100,000 - £120,000**

**Date: November/December 2017**

### **Event Description:**

The Fayre of St James’s is a unique Christmas event with live performances from famous musicians, readings from world-renowned actors and an evening filled with festive cheer. The main event is followed by an after party in a top location in St James’s. There are 500 General tickets to this event at £130 and 50 VIP tickets at £500 each.

### **Event Questions**

1. Please specify why your Charity would like to be the benefitting partner for the chosen event.
2. The Grant:
  - a. Please specify which project or area the grant would be restricted to and why?
  - b. Please specify how you would communicate the ongoing progress of the project or area to Quintessentially Foundation and its supporters.
  - c. How would keep Quintessentially Foundation informed of the progress on the chosen project?
3. The Event:
  - a. Would you be confident in selling this event to your database?
  - b. Do you have something unique that could be used at this event? (Sponsors/Celebrities/Entertainment/Media)
  - c. Do you have contacts in certain fields that could be utilised for this event?
4. What are you looking to achieve by partnering with Quintessentially Foundation on this event?
5. Are there any other aspects that you could support the event on in particular?

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## **Part 3 – Additional Opportunities**

If you have any events planned for 2017 which you think would be of interest to Quintessentially Foundation please specify the opportunity and how we could assist either within the partnership or outside of it. If there are any opportunities that you think would work well within the wider Quintessentially Group too, please do let us know.

Please send your no more than 4 page pdf document to [natalie@Quintessentiallyfoundation.org](mailto:natalie@Quintessentiallyfoundation.org) by the following dates:

**Shooting Challenge Deadline – Friday 24<sup>th</sup> February**

**Poker Night and Fayre of St James's Deadline – Friday 17<sup>th</sup> March**

**Please title the document as follows, 'CHARITYNAME-1stEVENT-2ndEVENT' (E.G.QUINTESSENTIALLYFOUNDATION-POKER-SHOOTING) specifying your chosen events in order of preference in your email.**