

## Criteria for partner charity applications for Quintessentially Foundation

Due to the large number of requests for support Quintessentially Foundation receives; please ensure your organisation consider the notes below regarding eligibility and the submission process before applying.

- Quintessentially Foundation supports between 3-5 charities annually
- Your charity must be registered in the UK and independently audited
- Charities must only apply if their objective falls under Quintessentially Foundation's mission; Supporting the welfare of disadvantaged communities and individuals within London
- 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 [info@quintessentiallyfoundation.org](mailto:info@quintessentiallyfoundation.org)
- One document to be sent, which is no more than five (A4) pages in length, including any images to not exceed 4mb in size

Quintessentially Foundation hosts 3-5 fundraisers annually. Your application once submitted, will be put forward as a charity partner and beneficiary of such events. Information on our events calendar can be found on [www.quintessentiallyfoundation.org](http://www.quintessentiallyfoundation.org).

If you are applying for a small grant (between £50 - £5000) please note these will be considered at the end of 2018.

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.

Please complete Part 1, Part 2 and Part 3 of the application before submitting.

Please title the document as follows, 'CHARITYNAME - Quintessentially Foundation 2018 application'

## Part 1 – Charity introduction

**Please complete all of Part 1 composed of 9 questions**

1. Name of charity

2. Charity address

Address 1	
Address2	
Address 3	
Town	
County	
Post code	

3. Charity telephone number

4. Charity website address

5. Charity email address

### **Contact details**

6. Contact name (title, first name, last name)

7. Position

8. Contact number

9. Contact email address (main correspondence)

### **About**

10. Please provide details about your charity's aims and objectives, and how it achieves these. *Max 800 characters*

11. Please provide details of your beneficiaries and the location or communities your charity supports

## Part 2 – Charity Operations

### **Please complete all of Part 2 composed of 8 questions relating to operations of the Charity**

1. What is your Charity Commission registration number?
2. Year of registration
3. Please list the charity chairman and all trustees
4. Please list corporate partnerships are you currently involved with and in what capacity
5. How many paid staff work for the charity? Please list the total and any unpaid volunteers
6. How much does the Charity predict to raise in 2018 and please specify the sources of the total income (E.g. *Government grants, corporate support, voluntary donations*).
7. Please state total income (gross) for 2017. Of this total please provide the % spent on operational overheads
8. Please attach a set of your most recently audited accounts

## Part 3 – Projects & funding

### **Please complete all of Part 3 composed of 7 questions regarding your projects**

Quintessentially Foundation assists with funding for restricted projects only.

1. Describe the project for which you are seeking funding and the location of where the project will be launched. Please include how the work will enhance what is currently being provided and refer to any evidence that substantiates this need.

*Maximum 3000 characters.*

2. Please provide us with a start and end date for your project
3. State amount you are requesting from Quintessentially Foundation
4. Please confirm project costs
5. If this is an existing project, how do you measure your project's sustainability?
6. What are the metrics used to measure your work to date?
7. Please list your current events/project calendar for 2018/2019