# Request for Funding to the Bent and Bongs Charitable Trust

## Instructions for Completing

1. Review this form along with the guidelines we have for requesting help with your project; these are at: <https://bnbct.org/ask-for-help/>
2. Delete the guideline text out of each box and replace it with your details
3. Where possible include all details and information on this form; try not to refer to additional attachments
4. Include as much detail as possible. This will help the BBCT trustees evaluate your request at the first point of seeing it. This will make the process go as quickly as it possibly can do.

## Your Organisation

*Replace this text with details of your organisation.* Tell us about yourselves in a few paragraphs:
- Who are you
- What do you do
- How long have you been around
- If you are a registered charity tell us about the goals of the charity
- If you are a community organisation tell us about the benefits you bring to the local community, who do you help, what improvements exist after this request?

## Do You Allow and/or Help with Publicity

*Tell us here if you wish your request to remain anonymous. If you do not we will assume that you are OK with us publishing the details as part of our outreach to show where the trust sends the money it raises. It is helpful for the trust to have your OK to publish these things. Also tell us if you are happy to help with some publicity, send us a few photos of your completed project, that kind of thing.*

## Details of your request

*Tell us what you are fundraising for.*

*Tell us how this benefits your charity or organisation or the local community.*

## Additional Fundraising

*Tell us what fundraising you have already completed towards your project.*

*Tell us what additional fundraising you have planned for the future.*

## Expected Timetable

*Tell us the timeline for your request.*

*Be really clear if if there are any hard and fast end dates.*

## Financial Details

*Tell us the details of the budget for your project.*

*Include the full details of all costs incurred as well as your plan for how the whole project will be funded.*

*If this request forms a part of a larger overall project tell us the details of the whole overall project, where this piece fits into it, and the plan to fund/complete the whole thing.*

## Previous requests

*Please tell us if this is your first request to the BBCT.*

*If it is not please provide details of previous requests. Include dates, amounts, and the outcome.*

## Your location

Please tell us where your organisation is based.

## Your Contact Details

*Include the name and address of your organisation, a named contact person and their contact details including an email address and phone number if appropriate. If you are a registered charity please include your registration number. If you have an online presence send us a link to a website or social media.*

## Conflicts of Interest

**If you are significantly involved with the trust or personally know or are related to any of the trustees you must declare this at this stage. Failure to do this may lead to a breach of the Charities Act 2022. This will not affect how we evaluate your request, we may need to change a couple of steps with our internal process.**

*Tell us if any of the above is relevant, if you have any significant connections to the Bent and Bongs Charitable Trust, or the trustees.*

## Anything Else

*Include here anything else you think we should know.*

Please email your completed form to: askforhelp@bnbct.org

We’ll confirm when we receive it and will take it from there.