

Firstly you will need to provide details of your organisation; this might be quite in-depth depending on the application you are completing.

Try and gather as much of the information listed below as this will help you greatly:

- Name and Address of your Organisation
- Type of Organisation
- Website
- Banking Details
- Insurances
- Recent Accounts

## 1. Name the project

## 2. It is ideal to assign a main contact for the application

Who will take lead responsibility - ie. a headteacher, teacher, school business manager

## 3. You may also need to assign a senior contact

Someone to be 'second in command' in case the main contact is unavailable





## 5. Detail why your project is needed and provide evidence for this

ie. outdoor classroom/ learning facilities, more sports facilities to combat child obesity

## 6. Provide a list of who will benefit from the project and how it will impact the children

ie. provide safe open outdoor play facilities for more built-up urban environments, inclusive play equipment that can be utilised for all pupils, including those with Special Education Needs



