



Application

Form

For Groups

Grant Application Form For Groups

Please read carefully the attached guidance notes before completing this form.

1. Group contact details

Full name of organisation	
Contact within organisation	
Position held within organisation	
Address	
Postcode	
Telephone	
SCIO Number (if applicable)	
Email	

2. Have you received any funding from the Maryam Najafian Foundation before?

YES NO (If yes complete below)

Year	Amount received

3. Please enter the purpose(s) your application relates to:

Education Recreation
Unemployment Prevention/relief from poverty
Health Relief from ill health, disability or financial hardship

4. Tell us about your organisation, why you are applying to the Maryam Najafian Foundation and the specific need or disadvantage you intend to address. (Max 250 words)

5. Tell us how you plan to address the identified need and how a grant from the Maryam Najafian Foundation will support this course of action. (Max 250 words)

6. If you were to receive a grant from the Maryam Najafian Foundation, what outcomes would you hope to achieve? How do you plan on measuring progress towards these outcomes? (Max 250 words)

7. Please provide a breakdown of the costs of your funding request. (Include VAT where it applies).

Item or activity	Amount sought
	£
	£
	£
	£
TOTAL	£

Is this the total cost of the project or action described in Question 4?

YES NO

If no, please complete section 8.

If yes, please go straight to section 9.

8. Additional funding

a. What is the total cost of the project/action?

b. How will you meet the additional costs of the project/action, e.g. with existing funds, in-kind contribution or an award from another funding body? Please provide details. Please also provide details for any fundraising your organisation does.

9. Please give the following details from your most recent annual accounts (or income and expenditure report if no audited accounts are available)

Accounts for Year Ending	(Day)	(Month)	(Year)
Total (gross) income £			
Total expenditure £			
Profit or loss for the year £			
Savings (reserves, cash or investments) £			

10. Are you providing supporting documentation with your application?

YES NO (if yes, please give details below)

11. How did you hear about the Maryam Najafian Foundation?

12.Are you willing to complete an end of award

report? YES

NO

If No, please tell us why.

13.Declaration

To the best of my knowledge, the information provided on this application is true and accurate. I confirm that I am happy with the content in this application and authorise the **Maryam Najafian Foundation** to use this to make decisions.

Please check box to confirm

YES NO

The information which you have supplied when completing your application form will be used in accordance with the Data Protection Act 1998, and will be used only to enable the **Maryam Najafian Foundation** to process your application. The information will be kept securely, and will be kept no longer than necessary.

Do you agree with these terms?

Please check box to confirm your agreement

YES NO

I confirm that the information I have provided is accurate:

Signed _____

Print name _____

Date _____

Please send completed applications to the following address:

Maryam Najafian Foundation
13 Royal Crescent
Glasgow
G3 7SL

or simply e-mail:

info@maryamnajafian.org

Eligibility and Application

Guidance for Groups

Thank you for considering an application to the **Maryam Najafian Foundation**. Please read carefully the following guidelines to determine whether or not you are eligible to apply. Details on the kind of information we are looking for in each section of the application form are also outlined below.

The Maryam Najafian Foundation's Charitable Purposes

The **Maryam Najafian Foundation** was established for the following charitable purposes:

1. The prevention or relief of poverty
2. The advancement of education
3. Providing recreational facilities or organising recreation activities with the aim of improving the conditions of life for the people for whom the facilities or activities are mainly intended.
4. The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.

You must be able to show how your application relates to at least one of these purposes.

Eligibility

Applications to the **Maryam Najafian Foundation** are invited from:

- Individuals who are resident in Scotland and can demonstrate need within at least one of the Foundation's stated purposes.
- Charitable organisations working within Scotland who address at least one of the Foundation's stated purposes.
- Young people up to the age of 30 years, and organisations which support or provide opportunities for this demographic, to fulfil their potential in cultural, educational and social aspects of their lives; including achievement of sustainable long term employment.

Awards Process

The **Maryam Najafian Foundation** is a small charity.

The typical size of an award to an individual falls between £100-£1000. For groups/organisations, the typical size of an award is £200-£2000, and is unlikely to exceed £3000.

The **Maryam Najafian Foundation** meets quarterly to consider applications. Deadlines for applications throughout the year are the last day in March, June, September and December.

Completing the Application Form

The application form is your chance to tell us about yourself and how an award from the Foundation would make a difference to your life. Please try and answer each question as openly and honestly as you can.

- Please complete the form in black ink.
- If a section does not apply to you, please mark 'not applicable' (n/a).
- Please observe word limits. However, if you run out of space in any section, continue your answer on a separate sheet of paper.
- If you are providing any supporting documentation, please use copies rather than originals.

N.B. There is a separate application form for individuals, which can be found on the Foundation's website.

1. Applicant contact details.

Please provide up-to-date contact details. If you are applying on behalf of someone else, please let us know.

2. Have you received an award from the Maryam Najafian Foundation before?

Please inform us if you have received funds from the **Maryam Najafian Foundation** before. This will not automatically preclude your application this time.

3. Please enter the purpose(s) your application relates to.

Remember, your application must demonstrate relevance to at least one of the Foundation's charitable purposes. In sections 4, 5 and 6, you should try to highlight how your application relates to the purpose(s) you have selected.

4. Tell us why you are applying to the Maryam Najafian Foundation and the specific need or disadvantage you intend to address. (max 250 words)

Please tell us about your group's circumstances. Help us to understand why you are eligible to receive an award from the **Maryam Najafian Foundation**.

5. Tell us how you plan to address the identified need and how a grant from the Maryam Najafian Foundation will support this course of action. (max 250 words)

In this section, we are looking for specific details on how you would use an award from the Foundation.

6. If you receive a grant from the Maryam Najafian Foundation, tell us what outcomes you hope to achieve and how you will know progress is being made. (max 250 words)

Think about how an award would impact on your life. What kind of outcomes would you hope to achieve with the assistance of the Foundation?

7. Please provide a breakdown of the costs of your funding request. (Include VAT where it applies.)

Please give as much detail as possible on the costs the award would be used to meet. Where appropriate, the Foundation may request receipts as a condition of the award.

8. Additional funding

a) What is the total cost of the project/action?

If the amount requested from the Foundation does not meet the full cost of the proposed action/project, please tell us the total cost.

b) How will you meet the additional costs of the project/action, e.g. with existing funds, in-kind contribution or an award from another funding body? Please provide details.

Let us know how you will meet the total cost of the project/action. If you are applying to other funding bodies, for example, please give us details on their name(s), the amount requested and when you will receive a decision. In such cases, we may request proof of other sources of funding before granting an award.

9. Accounts

Please give the following details from your most recent annual accounts (or income and expenditure report if no audited accounts are available).

Details of income and expenditure will allow us to understand the size and scope of your organization and how a grant may help you.

10. Are you providing supporting documentation with your application?

You may wish to include a supporting letter from a third-party who knows you in a formal capacity, e.g. social worker, college tutor, healthcare worker or sports coach. Please provide details of the documentation, such as your relationship to the person supporting your application.

11. How did you hear about the Maryam Najafian Foundation?

Please tell us how you became aware of the Foundation.

12. Are you willing to complete an end of award report?

In order to improve our work and tell our supporters all about the difference they are making, we would like feedback on the impact of our awards. We will provide a template for the report and would request its completion around 6 months after the award has been made.

13. Declaration.

Please read over the application and ensure all the information you have provided is accurate.