



mmc

FUNDRAISING SERVICES

INFORMATION FOR BID WRITING

Quite often, funding applications ask for the same general information. To help you save time, this handy template allows you to collect the general info in one place!

Charity/CIC Name	
Address	
General Email	
General Phone Number	
Main Contact Name	
Main Contact Phone Number	
Website	
Number of Staff	
Number of Volunteers	

Social Media weblink	
Charity Number (if applicable)	
Companies House Number (if applicable)	
Date Founded / registered as charity	
Bank account name	
Sort Code	
Account Number	

KEY DOCUMENTS

It is recommended to set up a folder which contains key documents you may need to attach to applications.

- Governing document: Constitution / Memorandum and Articles
- Annual Accounts (most recent). You may need to provide draft accounts, recent management accounts.
- Bank statement less than 3 months old. You can redact this.
- Policies – safeguarding, equality diversity and inclusion
- Budget for the Charity/CIC or project

Are you new to trust fundraising and looking for training?

Are you keen to develop your confidence to go for more strategic funds? MMC offer bespoke training and mentoring.

Get in touch via our website <https://mmcltd.co.uk/enquiries>
 Or for further information, contact rosie@mmcltd.co.uk
Rosie Gitsham - Fundraising Services Lead

