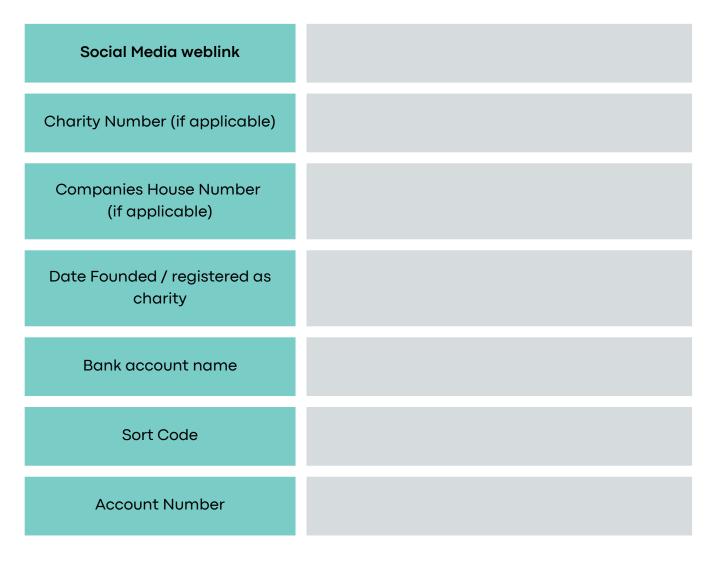


INFORMATION FOR BID WRITING

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

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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 <u>https://mmcltd.co.uk/enquiries</u> Or for further information, contact <u>rosie@mmcltd.co.uk</u> **Rosie Gitsham - Fundraising Services Lead**

