

CRICHTON FOUNDATION APPLICATION FOR FUNDING CAMPUS PARTNERS



Please complete all the questions. If any questions do not apply to you, please mark them 'N/A' (not applicable). Continue any answers on additional pages if necessary. Failure to provide all of the necessary information may result in your application being delayed.

1.	CONTACT DETAILS	
a)	What is the name of your organisation?	
	Who is the main contact regarding this project?	
	Name	
	Telephone	
	Email	
b)	Address for correspondence	
2.	PROJECT DETAILS	
a)	What is the project called?	
b)	Who is the project lead?	
c)	What are the main objectives of the project? Tell us what you plan to do and why.	

d)	How was the need for the project identified? Give details of any research undertaken.	
e)	Where will the project take place?	
f)	Who will the project benefit? Give details of benefits to the Crichton Campus and Dumfries and Galloway as a whole.	
g)	What are the key project milestones? Give details of specific events or achievements and when these will be undertaken or reached.	
h)	Will the project include partnership working? Give details of the ways the project will work with other organisations.	
i)	When will the project begin?	
j)	When will the project end?	
k)	What will happen at the end of the Crichton Foundation funding? Give details of plans to extend or build on the project.	

3.	FUNDING INFORMATION	
a)	What is the total cost of the project? Give details of the costs and budgets involved.	
b)	What amount of funding is required from the Crichton Foundation? Give details of how the spending will be disbursed.	
c)	How will the remainder of the funds be raised? (if less than 100% requested from the Foundation).	
d)	Does the project have a dedicated Bank or Building Society account?	Yes / No
	If no, which account will be used to manage the project funds?	
e)	How will the spending be recorded and managed and who will be responsible for this?	
f)	When would you like the funds to be paid and who will be the payee? (if your application is successful).	

CONDITIONS OF AWARD	
4.	All awards granted by the Foundation are made subject to the following conditions (please note that additional conditions may also be placed on your application)
a)	The Foundation must be acknowledged on all information relating to the project and our logo included on all printed and electronic materials.
b)	A report detailing the project outcomes, including financial information, must be submitted to the Foundation within three months of the end of the project.
c)	Any unused funds must be returned to the Foundation within three months of the end of the project.
d)	Awards may be withdrawn if the project does not commence within six months of the expected start date.
e)	All awards will be paid by cheque and must be collected from the Foundation office. The appointed representative of your organisation must bring appropriate identification when collecting the cheque.

This Application Form should be used by academic institutions and partner organisations on the Crichton Campus applying to the Crichton Foundation for funding. If you would like to discuss your application please contact us. All information you supply with your application will be treated in the strictest confidence and stored securely. By submitting this application you are confirming that information provided is accurate and complete.

Please return your completed form by email to:

mail@crichtonfoundation.com

If you are unable to submit you application electronically you may submit a hard copy to:

**Awards and Grants Committee
Crichton Foundation
Browne House
Bankend Road
Dumfries
DG1 4ZZ**

If you have any questions about your application please contact us by email or telephone:

Tel: 01387 702047 or 702048

Please keep a copy of this application for your records.

Office use only			
Amount awarded		Cheque number	
ID checked		Date issued	
Project start date		Project end date	
Date diarised		Date diarised	
Date funds due		Date report due	
Date diarised		Date diarised	
I confirm I have received payment of the above award from the Crichton Foundation			
Signed		Date	