



## Explanatory Notes

*The following notes are designed to help you complete the details needed on your donation application form.*

1. **Name of Organisation:** What is the applicant organisations or associations full name?
2. **Your Name:** Name of a contact person for the organisation.
3. **Organisation Address:** Place address to which you want all correspondence sent.
4. **Contact Phone/Fax Number:** A daytime phone number where you or a member of your organisation can be reached or to where facsimiles can be sent.
5. **Charity No:** if you are a registered charity, please supply your registered charity number.
6. **Donation Sought:** We need to know precisely what you need. It might be money, prizes, vouchers or it might be something else.
7. **Committee Members:** List the members of the Committee of the organisation.
8. **Purpose of Organisation:** Give a detailed breakdown of the aims and goals of the organisation.
9. **Purpose/End Use:** Briefly describe how the funds or materials will be used. Note that donation funds cannot be used for any other purpose than described here, once the donation application has been approved. If the project does not go ahead, the funds must be returned to The Cope Community Trust.
10. **Budget for Project:** How much will the entire project cost to complete?
11. **Aims and Benefits:** Outline who or what in the community will benefit from any donation received, eg. give numbers of people and age groups of beneficiaries where possible.
12. **Fundraising Efforts:** Briefly describe what fundraising efforts have been carried out to date by your organisation to try and raise funds necessary for your cause.
13. **Other Funding Bodies:** Please give details of all other funding sought from any body for this project.
14. **Completion Date:** Detail your projected completion date for the project at hand.
15. **Costs:** Detail a list of the expenses you envisage or have spent on your project from start to completion.
16. **Previous Cope Donations:** have you currently an affiliation with the Cope Community Trust or the Cope Dungloe, previous to this application. If so please detail what the amount of the donation was and when was it donated.

**Please feel free to attach any further information pages to this form, that you feel may be relevant to your submission.**

### Frequently Asked Questions.

#### **How do I apply for a donation?**

All applications must be made on the official application form with your organisations official letterhead attached to the official application form. Return your completed application form to the address outlined above.

#### **When will a decision be made?**

Funds are allocated as donations and sponsorship following a meeting of the Trustees of the board. A designated group/person will meet at specified dates throughout the year with a budget and all completed Donation/Sponsorship Application Forms and a decision will be made on all applications at least quarterly to consider all applications submitted.

#### **When will I be notified?**

You will be notified of the outcome of your request, when all decisions have been finalised, usually within the first week following each meeting.

#### **Note:**

When a particular application is approved it is on the basis that the monies paid will be used for the purposes detailed in the application. The Cope and the Cope Community Trust are not involved in nor has any responsibility for the activities of the group to which the funds have been donated.

All applications to be forwarded to: The Cope Community Trust, c/o The Cope, Main Street, Dungloe, Co. Donegal, Ireland.

The Committee of the Cope Community Trust reserves the right to audit or inspect expenditure on any approved applications.