



ENQUIRY FORM -

THIS ENQUIRY FORM IS USED TO GATHER BASIC INFORMATION TO ENABLE ENTERPRISE ENRICHMENT TO PROVIDE A COST FOR A 'NO-WIN-NO-FEE' FUNDING SERVICE

Organisation	
Organisation Name	
Organisation Type	Primary School / Secondary School / Charity / Social Enterprise / Health Body / Parish or Town Council / Sports Organisation Other
Contact Details	Name _____ Email _____ Telephone No. _____

General Information	
Project Outline <i>Does it include salaries? Is it for new buildings or refurbishment? How many people will the project reach?</i>	<i>(What activities or capital projects do you want the funding for?)</i>
What are the changes or impact the project is hoping to achieve	<ul style="list-style-type: none"> • • • • • • • • •
Do you have any deadlines for starting or finishing the project?	
Please provide postcode(s) of where the project will take place	
Please provide postcode(s) of those who will benefit from the project.	

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Will the project mostly benefit people from a particular ethnic background?	YES / NO (If yes please detail below) White Asian or Asian UK Mixed or Multiple ethnic groups Black / African / Caribbean or Black UK Other Ethnic group
What is the age group of the people involved in your project?	
Do you have an estimate of how much the project will cost?	£
Has the organisation applied for or received funding in the last 5 years?	<p>Funder</p> <p>Amount £</p> <p>Project Details</p> <hr/> <p>Funder</p> <p>Amount £</p> <p>Project Details</p> <hr/> <p>Funder</p> <p>Amount £</p> <p>Project Details</p> <hr/> <p>Funder</p> <p>Amount £</p> <p>Project Details</p> <hr/> <p style="text-align: center;">PLEASE USE CONTINUATION SHEET IF NECESSARY</p>

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Have you conducted a 'Needs Analysis' (if so why is the project needed?)	Yes / No Details:-
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FOR OFFICE USE	
Number of Potential Funders	
Estimated Total Project Cost	
Evidence and Needs Analysis	
Business Plan required	
Financial Breakdown Required	
Monitoring and reporting service	
Strategy to market and promote project	
Bid only writing service	
Funding search only	
% no win-no fee charge	
Total fixed costs if applicable	
DATE RETURNED TO CLIENT	
PROJECT BRIEF PRODUCED	
PROJECT BRIEF ACCEPTED	
WORK COMMENCED	
WORK COMPLETED	