



## GANNETT FOUNDATION – GRANT APPLICATION FORM

The Gannett Foundation is the charitable arm of Gannett Co, Inc. owner of Newsquest Media Group, which publishes regional and local newspapers, websites and magazines across the UK. The Gannett Foundation provides funding to support local projects and organisations in areas where Newsquest operates. The funds are managed by the Quartet Community Foundation.

In the last 10 years, the Gannett Foundation has made grants in the UK alone totalling more than £4 million.

We value projects that bring lasting benefits to the communities and neighbourhoods served by our newspapers. That includes schemes for neighbourhood improvement and local problem-solving, economic development, youth development, education and cultural creativity, help for the disadvantaged or disabled and environmental conservation.

Typically our grants are made for substantial projects which require and merit awards of between £5,000 and £10,000. We will of course also entertain more modest applications, but we actively encourage imaginative and ambitious projects on a bigger scale. And we are also able to join with other contributors to support elements of larger projects.

While preference may be given to ideas which create a durable legacy for the community, we will consider single events or projects of limited duration that otherwise meet our criteria.

### Restrictions:

- Applicants must be registered charities
- Applicants must not have received a grant from us within the last two years
- We will NOT fund:
  - salaries, professional fees or day-to-day running or maintenance costs
  - general appeals as opposed to specific projects
  - projects that do not bring benefits to local communities
  - political or religious organisations
  - state or privately run schools (other than special needs) or hospitals (other than hospices)

We will favour projects that demonstrate good planning, oversight and financial responsibility. You must supply copies of your most recent accounts (where required by the Charities Commission) or other appropriate financial information, together with any supporting materials and details of your organisation's managing committee. The actual use of all grants will be monitored by the relevant local newspaper Editor, to whom successful applicants must report within 12 months of the grant.

This application form must not be altered in any way.  
We will not accept applications that are not made using this form.

**Applications must be sent initially to the Editor of your local Newsquest publication. Please complete this questionnaire and return it electronically to the email address given in the newspaper, on the website and repeated at the end of this questionnaire, together with scanned copies of supporting documents. Alternatively, type or print clearly and put the form and documents in the post to the relevant newspaper address, which is also repeated at the end of this questionnaire.**

**If you need more space to answer our questions, please attach a detailed proposal on no more than two pages.**

*Please note that completed application forms and any attachments (including DVDs, CDs, etc) are non-returnable*

<b>Name of your organisation:</b>	<input type="text"/>
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<b>Address of organisation:</b> <input type="text"/>  <b>Daytime telephone number:</b> <input type="text"/>  <b>E-mail address:</b> <input type="text"/>  <b>Fax number:</b> <input type="text"/>	<b>Contact address (if different):</b> <input type="text"/>  <b>Name of contact person and position within the organisation:</b> <input type="text"/>
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<b>What is your registered charity number:</b>	<input type="text"/>
<b>When did your organisation start?</b>	<input type="text"/>
<b>Does your organisation work with children?</b>	<input type="text"/>
<b>If yes do you have a child protection policy?</b>	<input type="text"/>
<b>Please attach a copy of that policy</b>	<input type="text"/>
<b>If your organisation has received a grant from the Gannett Foundation before, please state when the grant was received, the amount given and what it was used for.</b> <input type="text"/>	

**What are the main activities of your organisation:**

**Please explain what you need funding for, e.g. a particular project or a piece of equipment.**

**Please explain how the local community will benefit:**

**What is the project's time period?**

**Please give details of the full costs of the project, equipment or other item that you are applying for:**

**How much are you applying for from the Gannett Foundation?**

**If this is not the full cost, what other funding do you have for this project, including any funds from your own resources, and when do you expect all the funding to be in place?**

**If different from the details above, please tell us the name of the organisation that should appear on the cheque:**

**Declaration:**

Signature of person submitting the form:	<input type="text"/>	Date:	<input type="text"/>
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Signature of the Chairman of the Management Committee (or another member of the management committee if the Chairman is completing the form). <b>Please remember, your application must include your most recent set of accounts.</b>	
<input type="text"/>	Date: <input type="text"/>

Checklist, please make sure you have:

- ☐ Answered every question
- ☐ Signed the form (two signatures)
- ☐ Enclosed your most recent accounts or financial information
- ☐ Enclosed a list of names and addresses of the members of your Management Committee

Please return to:

***Electronic PDF copies should be emailed to:***  
the Group Editor, Martin Buhagiar  
mbuhagiar@london.newsquest.co.uk