

GRANT APPLICATION FORM

The Mission of COCOA (Care of China's Orphaned & Abandoned) is to improve the conditions for babies in China's orphanages, by enhancing their quality of care and providing equipment, medicine and trained staff.

General criteria

Applicants

Cocoa only accepts applications from charities that are registered either in the UK or in the country where they operate.

Projects

Cocoa funds projects that directly help babies and young children who have been orphaned or abandoned in China. These children may be cared for either in orphanages or in the community. Grants may be used to alleviate the immediate needs of babies and young children. Cocoa looks favourably on projects that aim to address the problem of abandoned babies in the long-term such as education and training for both the children and the orphanage staff, or enhancing the value of the girl child or an understanding of disability. Only in rare instances are funds available for individual children. Cocoa does not help with the costs of adoption or where proselytizing is a theme of the project. While funds may be given in some circumstances for start-up costs, Cocoa is unlikely to fund projects involving a substantial amount of construction.

Where to send your application

Your application should be sent on the attached form along with any other supporting documentation and photographs to:

**The Administrator
Care of China's Orphaned and Abandoned
14a Mill Hill Road
London W3 8JA**

If you require advice with your application, please contact the Administrator on tel ++ 44 (0) 20 8752 0643: fax ++44 (0) 20 8752 0642 or e-mail COCOALON@aol.com

Processing of applications

Your application will be submitted to the Trustees who meet once every four months. In rare cases, an emergency application can be considered more urgently. The Administrator can provide information on the date of the next Trustees' meeting. Once a decision has been made, you will be told of the outcome in writing by the Administrator.

Project Reporting

This is an integral part of the grant and is vital to the success of any further funding proposals. Reports should be written by field staff, ideally integrating the views of various project participants. Reports should include the following:

Authorship	Who wrote the report and how was the information gathered?
Reporting period	What period does the report refer to?
Achievements	What progress has been made towards achieving project objectives?
Problems	What kinds of problems have been encountered and what steps are being taken to overcome this?
Changes	What, if any, changes have taken place in objectives, targets, activities, and why?
Wider context	Apart from project activities, what, if any, significant events or changes have occurred in the local, regional, national or international context in which the project is operating (eg political or economic changes)? How have these affected the project?
Organisational linkages	With which organisations working on related activities does the project work and how?
Budget	What was the income and expenditure over the reporting period and how do these compare with the original estimates?

Please also provide photographic evidence of the children that have been helped by the project. If they have received medical treatments, eg surgeries to repair cleft palates or hare lips, please provide 'before and after' photographs.

Please note:

All information received is strictly confidential and in no circumstance will the names of the people involved in the projects, any of the children or the location of the orphanage be revealed. Photographs of children may be used in fund raising, but any background will be concealed and adults disguised. Permission for use will always be sought prior to publication.

Your project	
What is your organisation/group's name?	
What is your project called?	
How much money are you applying for (in UK £)?	
Please note:	
Grants are capped at £3,000 for first time applicants. For projects that require joint funding, if the application is successful, funds will not be released until the entire funding has been secured.	
If you are applying for a joint funded project, and all funding has been secured, please give details of your co-funders, the amounts received or due from them and the dates of receipt:	

Checklist of additional information to accompany application	
Please tick:	
1 Accounts	<input type="checkbox"/>
2 Constitution/ governing document or set of rules	<input type="checkbox"/>
3 Detailed budget	<input type="checkbox"/>
4 Detailed project description	<input type="checkbox"/>

Please note:

The information that you provide will remain **STRICTLY CONFIDENTIAL**, and is used for the administration of grant applications. However, failure to complete satisfactorily this form, may mean that we do not have enough information about your organisation, to comply with Charity Commission regulations, and thus in these circumstances would not be able to make a grant to your organisation.

1 About your organisation		
1.1 Who should we contact about your application ?		
Title	First name	Surname
Post held in group / organisation?		
Address		
Postcode		
Telephone (day)		
Fax (day)		
Telephone (evening)		
e-mail address		
1.2 Please describe your organisation by ticking what applies to you below:		
Non-governmental organisation	<input type="checkbox"/>	
Registered charity	<input type="checkbox"/>	Registration number: <input type="text"/>
Trust established by trust deed	<input type="checkbox"/>	
Company limited by guarantee	<input type="checkbox"/>	
Company limited by shares	<input type="checkbox"/>	
Other (please describe)		
Please send a copy of your organisation's constitution/ governing document or set of rules with your application form.		
1.3 In which year did your organisation begin operation?		
1.4 What are the objectives of your organisation?		
1.5 i) How many people are there in your organisation?		
ii) How many of them are specifically involved in this project?		
1.6 How many staff do you employ on a paid basis?		
1.7 If you have volunteers; how many do you have and what is their role?		

3 Project Planning and Finance

3.1 How have you determined your project's feasibility?

3.2 Are there other similar organisations in the region you propose to carry out your project? If so, how does your project complement, or differ from, the work being carried out by these other organisations?

3.3 Please provide a breakdown of your estimated income and expenditure for this project:

Income	Year 1	Year 2	Year 3	Total
Grant applied for				
Statutory funding:				
UK				
EU				
Co-funding				
Private (donations/sponsorship)				
Earned income				
Total income:				
Capital expenditure				
Construction costs				
Equipment & furniture				
Vehicles				
Other (please specify)				
Total capital expenditure:				
Revenue expenditure				
Utilities				
Staff training				
Food				
Medicines/ medical treatment				
Children's clothes/bedding				
Wages				
Administration costs				
Other (please specify)				
Total revenue expenditure:				
Total expenditure:				
Surplus / Deficit				

Please provide a more detailed financial analysis showing the full project budget, as well as a cash flow forecast for the project.

Declaration

I confirm that I am authorised to sign this declaration on behalf of (name of organisation) and that, to the best of my knowledge and belief, all the information supplied on this form and any accompanying documentation is true and accurate.
I further confirm that if this application is successful the organisation will use the grant exclusively for the purposes specified in this application and will comply with any conditions attached to the grant.

Signature:

Name:

Title: Date: