**Thetford Shines Brighter Fund**

Proposal form

*Please make sure you have read the guidance for the Thetford Shines Brighter Fund before starting this form.*

**Contact information**

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| *Name of group applying:*  |
| *What type of group are you: (for example, charity, school, sports club, scouts)* |
| *Name of the person filling in this form:* | *What is your role with the group?*  |
| *Your postal address:* |
| *Your daytime telephone:* | *Your email:* | *Web address (if your group has a website):* |

**About your group**

*If your group is already up and running, tell us briefly what you do. If you are not yet running, tell us what you plan to do (guide: 100 words)*

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 **Your project or idea**
Tell us briefly what you plan to do, and a how a grant will help you.

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| *Tell us what you would like to do with a grant of up to £1,000:* |
| *Tell us how you know this action is needed:*  |
| *How much money do you need to make your idea happen? You can apply for up to £1,000 – if your idea will need more to start, tell us how you plan to raise it.* |
| *What will you spend the money on? This might be hiring a room, or buying some equipment, for example.* |

***Important – how we will use the information you share with us****:
When we receive your proposal form, we may contact you using the details you have provided to check any details. Your form will also be shared with the panel who will review all the proposals we receive. If you are awarded a grant, we will enter details of your project onto our database, and use this information to make a grant payment and keep in touch with you on how your project progresses.*

***You can return your completed form by email to*** ***grants@norfolkfoundation.com*** ***or print out and post to Norfolk Community Foundation, 5th Floor St James Mill, Norwich NR3 1TN.***

 ***Please make sure we receive your form by 5pm on Friday 31 January 2020.***