

## Monday Night Group Donations 2012

**16 Manor Close, Droitwich Spa, Worcestershire. WR9 8HG Tel: 01905 776820**  
**email: [secretary@mondaynightgroup.org](mailto:secretary@mondaynightgroup.org)**

Dear Donation Applicant

Please find enclosed our '**Donation Application Form**' which we have been using for the past few years. For those of you who have applied before, the form has been amended slightly and we would like to draw your attention to a few notes before you sign the form on the last page.

For those of you new to Monday Night Group, we hope the form is self explanatory. Please remember, your application **must** be received on the Donation Application Form. We will not be able to consider requests that are not in this format and we will be unable to remind you of the need to complete the form.

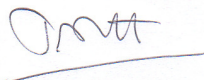
As usual, the form should be completed and posted back (**with** a stamped and addressed envelope please or an email address) to James Trickett, MNG Secretary at the above address OR emailed to me at my email address – again shown above. If you would like a copy of the form in an electronic format to complete, again please contact me by email or go to our web site [mondaynightgroup.org](http://mondaynightgroup.org) and download the form. If you do send an application via email, please either provide an electronic signature or clearly type your name in the signature box. We are happy to accept either.

Submitting by email saves costs for both you and us and we would encourage this method of communication. However, emails do sometimes go astray and we would like to draw your attention to an important notice on the last page of the form.

**As usual, all requests for donations should be made by the latest 31<sup>st</sup> March 2012.** We consider all requests during April and you will be advised if your application is successful by the end of the month. If you have not heard from us by the end of April please contact me. Our presentation evening will be held as usual during May.

As a reminder, our constitution requires that in making donations we can only allocate to local organisations or national organisations with a local base where Monday Night Group can be assured that the donations will remain locally. We also **cannot** make donations to fund building or repair works, nor make donations to commercial ventures, private businesses or animal charities.

Yours sincerely



James Trickett  
MNG Group Secretary



## Donation Application Form 2012

Please read the important notices on the last page before the signature box.

Please especially read our messages with regards to email submissions which we are happy to accept.

### 1. Name of group / organisation and contact details

Name of group / organisation	
Contact name	
Mailing address (incl. Postcode)	
Telephone number (incl. Area code)	
E-mail address (if available)	
If your application is successful, to whom should the cheque be made payable?	
If your application is successful, would you like an early slot on our presentation evening running order?	

Continued....



## 2. Details about your group

Please tick the most appropriate box which describes your group / organisation:

Registered charity	<input type="checkbox"/>
Voluntary group	<input type="checkbox"/>
Statutory agency	<input type="checkbox"/>
Church	<input type="checkbox"/>
Commercial enterprise (e.g. private nursery)	<input type="checkbox"/>
Private business	<input type="checkbox"/>
Other (please specify)	<input type="text"/>

If you are a registered charity what is your charity number?	<input type="text"/>
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How long has your organisation / group been in existence?	<input type="text"/>
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Using the space below, please briefly describe the activities of your group:

Continued....



**Please tell us which areas of the community your group supports (you may tick more than one box):**

Disability group	
Playgroup / nursery	
School	
Scouts / Guides / Brownies etc	
Senior citizens	
Special needs	
Support group	
Youth group	
Other (please specify)	

Please tick below, to indicate where the majority of your members live (you may choose more than one if applicable)

Stourport on Severn	
Kidderminster	
Bewdley	
Worcester	
Other (please specify)	

Approximately, how many people will benefit from this donation?

Number	
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Please tick the most appropriate box below, to show where this donation will be used

Nationally	
Locally	

Continued....



### 3. About this donation

If successful, what will you use this donation for? Is there anything specific you would like to purchase? If so, please include the details here together with the cost. Please continue on a separate piece of paper if necessary.

Continued....

**Please read important notice on the next page regarding all requests.**

Thank you for submitting this form. You will hear from us shortly as outlined in the accompanying letter. If applying by post, you will not receive an acknowledgement either in writing or via email.

**If you are forwarding this application by post, please enclose a stamped addressed envelope for our reply.**

This form should be posted to James Trickett, Monday Night Group Secretary, 16 Manor Close, Droitwich Spa, Worcestershire. WR9 8HG.

Alternatively, please email the form to [secretary@mondaynightgroup.org](mailto:secretary@mondaynightgroup.org).

If you are successful with your application, we would like to draw your attention to a number of key considerations by you and your group:

Donations must be collected at our presentation evening by a member of your group; No-one from Monday Night Group will be able to take your donation on your behalf and forward it on;

If you cannot attend our presentation evening, Monday Night Group will reserve the right not to award your donation;

If you do not respond to our successful donation award letter or email, Monday Night Group will not remind you and your donation will not be made.

**Important notice if submitting by email**

You will receive an acknowledgement within 5 days if we receive your form. If you do not receive a response please contact us to ensure your email has been received. We will not be able to consider any forms which fail to arrive.

This form must be sent in time for our cut-off date of 31<sup>st</sup> March 2012. Please also ensure you have received your acknowledgement before this date too as all applications will be processed very soon after the cut off and additional requests cannot be included.

Please continue and sign the last page – or enter your details if submitting by email. Thank you.



**4. Please sign and date this application**

Signed	
Print name	
Date	

**Thank you for your request. This will now be considered by the Monday Night Group and you will be informed of our decision. This will likely happen towards the end of April.**