



# SIR JOHN CASS'S FOUNDATION

The Education Charity for London

## Initial Enquiry Form for Schools and Organisations

Please read our [Guidelines for Schools and Organisations](#), and [Organisation Grants: Priorities for Grant Making](#) before completing this form.

Sir John Cass's Foundation operates a two-stage application process. Schools and Organisations applying for a grant should complete this form and send or email it to us **together with a two page project description and an outline budget.**

We will consider your enquiry and will reply within three weeks to let you know whether or not your proposal meets the Foundation's grant giving priorities. If it does, and the Foundation is interested in pursuing your proposal to full application stage, you will be invited to submit a full application and will be sent a copy of our **Stage 2 Application Guidelines for Schools and Organisations.**

Our two stage process gives schools and organisations the opportunity to enquire about making an application to the Foundation without the need to submit a full application. Applying for funding is a time consuming process and our initial enquiry stage aims to save schools and organisations the time and effort of making a full application where the Foundation is unable to assist because of the limit of our grants budget or because a proposal does not or only partially meets our priorities.

### About your organisation

Organisation name \_\_\_\_\_

Main contact Mr/Mrs/Ms/Miss \_\_\_\_\_

Job title \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Phone number \_\_\_\_\_

Email address \_\_\_\_\_

**Sir John Cass's Foundation**  
31 Jewry Street  
London EC3N 2EY

**T:** 020 7480 5884  
**E:** [contactus@sirjohncass.org](mailto:contactus@sirjohncass.org)  
**W:** [www.sirjohncassfoundation.com](http://www.sirjohncassfoundation.com)



# SIR JOHN CASS'S FOUNDATION

The Education Charity for London

Website \_\_\_\_\_

## About your project

Name of your project \_\_\_\_\_

Brief project description Please provide a brief description of the project you are asking us to fund (max. 100 words)

---

---

---

---

## Summary Project Description & Budget

Please include a summary outlining the project you are seeking funding for; its aims, outputs and outcomes; and outline budget. Please limit your project description to two pages of A4.

When will your project start and finish? Begins \_\_\_\_\_ Ends \_\_\_\_\_

Duration of the grant you are seeking ^ Less than one year ^ 1-2 years  
^ 2-3 years ^ 3 years +

Amount you wish to apply for £

Total cost of the project £

## Priorities

Which priority does your project seek to address? Widening Participation in Further & Higher Education  
^ work with under-represented communities and/or hard to reach learners

Truancy, Exclusion & Behaviour Management

**Sir John Cass's Foundation**  
31 Jewry Street  
London EC3N 2EY

**T:** 020 7480 5884  
**E:** [contactus@sirjohncass.org](mailto:contactus@sirjohncass.org)  
**W:** [www.sirjohncassfoundation.com](http://www.sirjohncassfoundation.com)



# SIR JOHN CASS'S FOUNDATION

The Education Charity for London

^

work with primary and secondary schools

## Prisoner Education

^

work with prisoners and ex-offenders

## New Initiatives

^

Ground-breaking projects  
new in context,  
addresses an  
identified need  
addressing under-  
achievement in  
literacy or  
numeracy  
attracting young  
people into  
teaching

^

^

^

^

## **Participants and beneficiaries**

What age are the people who will take part in, or benefit from, your project? ^  
^  
^  
^

*(please tick all the boxes that apply)*

Primary school age (5-11 years)  
Secondary school age (11-16 yrs)  
Young Adults (17-18 years)  
Adults (19-25 years)

**Sir John Cass's Foundation**  
31 Jewry Street  
London EC3N 2EY

**T:** 020 7480 5884  
**E:** [contactus@sirjohncass.org](mailto:contactus@sirjohncass.org)  
**W:** [www.sirjohncassfoundation.com](http://www.sirjohncassfoundation.com)





# SIR JOHN CASS'S FOUNDATION

The Education Charity for London

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Name of signatory \_\_\_\_\_

Job Title \_\_\_\_\_

**Sir John Cass's Foundation**  
31 Jewry Street  
London EC3N 2EY

**T:** 020 7480 5884  
**E:** [contactus@sirjohncass.org](mailto:contactus@sirjohncass.org)  
**W:** [www.sirjohncassfoundation.com](http://www.sirjohncassfoundation.com)