**Prospero World Questionnaire**

The purpose of these questions is to provide us with accurate information that will enable us to start the process of recommendation to potential donors.

Please keep your answers brief at the moment. If we need further information or clarification, we will contact you. We look forward to your responses.

|  |  |
| --- | --- |
| **Name of Charity** |  |
| **Sector** | [Type of work you carry out] |
| **Location** | [Where you work] |
| **Date founded** |  |
| **Date registered and registered charity number** |  |
| **Annual income** | [please state which financial year] |
| **Annual expenditure** | [please state which financial year] |
| **Number of paid staff** |  |
| **Number of volunteers** |  |

|  |  |
| --- | --- |
| **Contact Person** | [Name and job title] |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |

Please also provide the following information so that we can send a donation to you when and if this becomes possible. We ask for this information now to save time.

|  |  |
| --- | --- |
| **Bank Account Name** |  |
| **Account Number** |  |
| **Sort Code** |  |
| **Name and address of Bank** |  |

**Mission Statement:**

[Please fill in your organisation’s mission statement. If you do not have a mission statement, please summarise your charity’s purpose in one or two sentences]

**Please explain briefly who you are, why the charity was founded and what you are doing at the moment.**

**Please give details of the project you asking us to support (if any).**

**Is there any background information you can provide that will help us understand the context of your work better?**

[Depending on your type of work, this might include further information about what you have already achieved, or about conditions in the country you operate in, the techniques you use or the needs of beneficiaries you help.]

**How will you be able to show us what our donation has achieved? If this donation is for a specific project, how will you measure the success of the project and its impact?**

**Who will benefit from this project and how? How many people will you help through this project?**

**What impact does your work have in the longer term?**

Financial Information

1. How much are you asking for?
2. Please give us some financial background to put in context the amount you are asking us for. For example, if you would like to be considered for a specific project, please provide an outline budget for the whole project. Or, if it is core funding you are interested in, we would like to see a breakdown of your organisation’s administration costs. We will also be looking at the organisation’s overall annual report and accounts.

**Income analysis**

Please estimate in percentage terms where your income comes from. You may change the headings if necessary to suit your particular income streams.

Private Individuals %

Donation from Foundations %

Donation from Companies %

Statutory funding %

Bank Interest and investment income %

Other fundraising eg events %

Other income (explain what) %