



Cooper Associates Foundation – Grant Application Form

Funding Agreement

In accordance with the requirement that all funds provided by the Cooper Associates Foundation are expended on activities which further its charitable objectives, I agree that as a condition of accepting grant funding from the Cooper Associates Foundation, I will provide to the Trustees of the Cooper Associates Foundation with the following:

1. Acknowledgement of the Cooper Associates Foundation provision of funding on any publicity to do with the project, including your organisations website;
2. Permission for the Cooper Associates Foundation to promote the project publicly, via our own website, social networks, and other means appropriate, as full or part funded by the Cooper Associates Foundation;
3. Before research begins, evidence that ethical approval has been secured;
4. A quarterly report [for projects of between 6 and 12 months] or interim report [half way through the funding period if the project is less than 6 months] outlining progress and outcomes of the project to date and any revised time schedules as appropriate;
5. At least 2 weeks advance notice of any publication or publicity relating to the project;
6. Within 2 weeks of publication, copies of any publications including journals, national/local newspaper reports relating to the project to which funding from the Cooper Associates Foundation has contributed;
7. Within 6 weeks of completion reconciliation showing how the Cooper Associates Foundation funding was spent [including supporting documentation e.g.: copies of receipts and budgets];
8. Within 6 weeks of completion a brief evaluation report summarising the activities funded by the Cooper Associates Foundation grant [Your report should include how your activities met your objective; how your activities reached the target audience; what publicity was achieved];
9. Any further information requested by the Cooper Associates Foundation Trustees in relation to the application.
10. I also acknowledge that should the application for funding be successful, Cooper Associates Foundation reserve the right to withhold up to 20% of the funding requested until such time as they are satisfied that the conditions above have been adhered to.

Certified by:

Name	
Position	
Signature	

Date

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