### **Sheffield Business Together – Charity / Community Request for support Form**

Sheffield Businesses Together (SBT) is a business led forum that aims to strategically connect all sectors (public, private, voluntary) to harness their combined resources to be a powerful force for good in the city.

**Help us connect you to the right business by making a clear request for support.**

You must be a community based, not-for-profit group working for the social and economic regeneration of your local area in order to get support from Sheffield Business Together

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| **Your Details** |
| Name of Charity |   |
| AddressPost code |   |
| Name and Position |   |
| Contact Number |   |
| Email Address |  |
| Website |  |
| Legal structure | Charity or CIO Y/N | Charity number |  | Other  |

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| **Please provide some background information about your charity / community organisation** |
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| **Request for Professional Project Support** |
| Professional support (Pro-bono expertise) |  | Mentoring |  | Team challenge |  | Fundraising / Sponsorship |  | Resources e.g. Office equipment |  |
| Please give as much detail as possible of the service(s) you need. |
| What outcome are you hoping to achieve if you receive this help? |
| Are there any deadlines/key dates that need to be met in respect of this request (e.g. - submission of application for funding)? Yes / No - Please explain….  |
| How will your organisation benefit from the support you have requested? |
| Has your CEO / management committee authorised you to make this application on behalf of your organisation? Yes / No - Please explain… |
| The following documentation may be asked for later to support of your application:* Governing Document (Constitution or Memorandum & Articles of Association)
* Most recent accounts
* Most recent Annual Report
* Business Plan, Equal Opportunities Policy and/or other policy documents
* Structure chart of organisation

**Please do not send with this application - we will contact you if we need them.** |

**Declaration**

* I understand that the details provided on the application form may be forwarded to members of Sheffield Business Together for consideration.
* I confirm that the details given are accurate and reflect our current position.
* It is also understood that this application does not form part of any contract to provide services. In the event a successful brokerage opportunity is found, any contract is solely between my organisation and the business / businesses involved
* I am happy for Voluntary Action Sheffield, as the legal entity for Sheffield Business Together to contact me by email

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| Title & full name |  |
| Job title |  |
| Signature |  |
| Date |  |