

Appendix 3

Expenditure Request Form

Please fill in this form to request expenditure for an event or activity from Dementia UK. The charity considers requests carefully - please provide all relevant information to help us make an informed decision.

The charity is unlikely to be able to grant requests over £250.

<p>Tell us about the event / activity</p> <p>Please include as much relevant information as possible:</p> <p>When will the event/activity take place?</p> <p>Where is it held?</p> <p>What will the event involve?</p> <p>Number of people expected?</p>	
<p>Amount requested</p>	
<p>What are you requesting the expenditure for?</p>	
<p>How much do you expect the event or activity to raise?</p>	
<p>How will funds be raised?</p> <p>For example:</p> <p>What's the ticket price?</p> <p>Will there be a raffle or stalls?</p>	

We will respond to your request within five working days. Please confirm your details:

Contact name: _____

Contact email: _____