F1.  Have you contacted your referees?

**Below is a template for your use when requesting that your nominated Referees provide a reference. Please ask them to send the response via email to info@bailythomas.org.uk.**

**The Baily Thomas Charitable Fund ("the Fund")**  
**Registered Charity No. 262334**

You have kindly agreed to act as a Referee in support of a funding application that I wish to make to The Baily Thomas Charitable Fund. In this regard, I would be most grateful if you could provide an opinion in writing on the charity, via email to info@bailythomas.org.uk

The funding application that I shall be making is in connection with .....................*please detail here an overview of the specific purpose of your appeal.*

There is no specific format or form in respect of the reference but they would be looking to see a letter of endorsement, if that is your view.  If you are able to comment on your impressions of the Charity in general, relating to how it operates, its benefit to the community, its financial integrity, the people running the project etc. then that would be useful together with any view on the specific purpose of the appeal.

Applications for funding are only put to the Board once they have received the reference. I therefore respectfully ask that you submit your reference within 14 days.

If you do have any queries, please do not hesitate to contact me.

If you would like further background on the nature of the Baily Thomas Charitable Fund, please view their website for further details www.bailythomas.org.uk.