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**C-19 application form**

|  |  |
| --- | --- |
| **Name of Organisation:**  |       |
| **Organisation website:** |       |
| **Amount requested:** | £      | **Date sent to RPLC:** |       |
| **Address of Organisation:** |       |
| **Contact name:** |       | **Role:** |       |
| **Telephone number:** |       |
| **Email address:** |       |
| Registered Charity | [ ]  | Charitable Incorporated Organisation (CIO) | [ ]  |
| Community Interest Company | [ ]  | Constituted Community Group | [ ]  |
| Other: |       |
| **Charity Number:** |       | **Company Number** |       |
| **Bank Sort Code:** |       | **Account No.:** |       |

***N.B.*** *Please provide scanned or downloaded evidence of your organisation’s bank account details showing organisation name, address, sort code and account number in the form of a recent statement (last 3 months).*

**Purpose of the application**

|  |  |
| --- | --- |
| **What is funding needed for, how will the grant be spent?** 50 words |  |
| **How many will benefit from SW13, SW14, TW9, TW10**  |       | **Elsewhere in LBRuT:** |       |
| **Over what time period will funds be needed – from when until when?** 50 words |  |
| **If this application is not approved, what other plans do you have?** 50 words |  |

**Your organisation**

|  |  |
| --- | --- |
| **What is the principal activity or service offered by your organisation?** 50 words |  |
| **How has C-19 affected your organisation?** 150 words |  |
| **What impact has C-19 had on your clients or service users?** 150 words |  |
| **Staff (Full Time equivalent)** |       | **Volunteers:** |       |

**Financial Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Date of most recent **audited accounts:** |       |  |  |
|  |  |  |
|  | Most recent year | Previous year |
| Total incoming resources | £      | £      |
| Total resources expended | £      | £      |
| Surplus / Deficit | £      | £      |

|  |  |  |
| --- | --- | --- |
|  | This year | Prior year |
| Cash at bank | £      | £      |
| Unrestricted reserves | £      | £      |
| Reserves representing how many months |       |       |
|  |  |  |
|  | Expected | Received |
|  C19 furlough funding | £      | £      |

**Most recent financial information**

*Please identify which of the following you are able to supply, and confirm that you will send the data along with this application form* ***if the information already exists***

|  |  |  |
| --- | --- | --- |
|  | Included with application | Date compiled |
| Management Accounts | [ ]  |       |
|  **Either** a Budget  | [ ]  |       |
| **or** a Cash flow forecast | [ ]  |       |
| Fundraising Plan | [ ]  |       |

**The cash flow forecast should reflect the finances in the light of Covid 19.**

**Principal budget items for this application**

|  |  |
| --- | --- |
|       | £      |
|       | £      |
|       | £      |
|       | £      |

**General**

|  |
| --- |
| Is there any other information you want to tell us?  |
|       |

**Declaration**

To the best of my knowledge the information I have provided on this application form is correct. If the RPLC agrees to make a grant this will be used exclusively for the purposes described.

When you have completed the application please complete this declaration

|  |  |
| --- | --- |
| I (insert name) |  |
| am an authorised representative of: |  |
| Position  |  |
| Date |  |
| Email |  |
| Telephone |  |

N.B. By completing this form - the declaration in particular - and emailing it to the RPLC, you are accepting responsibility for the application and are agreeing that you are mandated to do so by the lead organisation. You also agree to RPLC retaining details enclosed on the application form for use within the RPLC If you wish to have your data removed you may contact RPLC’s office team on 020 8948 5701 or send an email to **grants@rplc.org.uk**

**For RPLC Office Use:**

|  |  |
| --- | --- |
| **In house Comment:** |       |
| **Recommendation:** | £      | **Decision:** | £      |

|  |  |  |  |
| --- | --- | --- | --- |
| **Payment Schedule 1st:** | £      | **Date:** |       |
| **2nd:** | £      | **Date:** |       |
| **3rd:** | £      | **Date:** |       |