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**APPLICATION FORM**

**CITIZENSHIP AND INTEGRATION INITIATIVE**

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| 1. Organisational Details |

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| **a) What is the name of your organisation?** |
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| b) What is the legal status of your organisation? |
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| --- |
| **c) Which year was your organisation established?** |
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| 2. Main Aims and Activities |

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| **a) Summarise the work of your organisation in no more than 100 words** |
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| 3. Governance and Staffing |

1. **How many staff and/or volunteers does your organisation have?**

|  |  |
| --- | --- |
| Full Time |  |
| Part Time |  |
| Volunteers |  |

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| --- |
| **b) How many Trustees/Management Committee members does your organisation have?** |
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| 4. Finances |

**Please complete the following table relating to your current financial year.**

|  |  |
| --- | --- |
| Current financial year ends on |  |
| Anticipated expenditure (£) |  |
| Secured income (£) |  |

You will need to submit your latest accounts with this application form.

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| 5. About Your Request for Funding |

When completing this section, you will need to provide some evidence of how your proposed work meets some or all of our shortlisting criteria given in **Appendix A**

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| **a)** Please summarise your request for funding in no more than ***50 words*** (**please start with "The funding is for"...**) |
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| **b)** What is the name and job title of the proposed secondee, their salary level, the role at the GLA they would seek to cover, the number of days per week, and when they could start?  (200 words max) |

**Please attach a statement from the proposed secondee setting out what they would aim to achieve from their secondment to the GLA, how they meet the person specification and their CV and submit this with the application.**

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| **c)** What will be the benefit to the GLA and to your organisation of the proposed secondment?(100 words) |
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| 6. Project Costs |

**a) What is the total cost of the proposed work?**

|  |  |
| --- | --- |
| **Item** | **Year 1** |
| Salary (with enhancement) |  |
| Employers National Insurance |  |
| Pension Contribution |  |
| Contribution to management | 5,000 |
| Recruitment | 1,000 |
| **Total** |  |

|  |
| --- |
| **b) Is there any other relevant information you would like to tell us about your organisation or application?** |
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| 8. Administrative Information |

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| --- | --- |
| Contact Person |  |
| Position in organisation |  |
| Address |  |
| Postcode |  |
| Telephone Number |  |
| Email Address |  |

|  |  |
| --- | --- |
| Alternative Contact person |  |
| Position in organisation |  |
| Email Address |  |
| Mobile No. |  |

|  |  |
| --- | --- |
| Website Address |  |
| If your organisation has a twitter account, please specify |  |

Do you wish to sign up to our newsletter?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

**Accounts**

Please upload your latest accounts, in either Microsoft Word or PDF format **(max size 10mb)**. *If you have no accounts, please attach most recent management accounts*.

Please return your application form by email, together with your most recent accounts,

a supporting statement from the proposed secondee and their CV to:

applications@trustforlondon.org.uk

**CLOSING DATE: 13 MARCH 2019 5pm**