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**APPENDIX B - APPLICATION FORM**

**MOVING ON UP - NEWHAM**

|  |
| --- |
| 1. Organisational Details |

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| --- |
| **a) What is the name of your organisation?** |
|  |

|  |
| --- |
| b) What is the legal status of your organisation? |
|  |

|  |
| --- |
| **c) Which year was your organisation established?** |
|  |

|  |
| --- |
| 2. Main Aims and Activities |

|  |
| --- |
| **a) Summarise the work of your organisation in no more than 100 words** |
|  |

|  |
| --- |
| 3. Governance and Staffing |

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

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

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

|  |
| --- |
| 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.

|  |
| --- |
| 5. About Your Request for Funding |

When completing this section, you will need to indicate which priorities in the specification in **Appendix A** you intend to deliver.

|  |
| --- |
| 1. Please summarise your request for funding in no more than ***50 words*** (**please start with "The funding is for"...**) |
|  |

|  |
| --- |
| 1. Please indicate below which of the priorities in the specification in Appendix A you are applying for |
|  |

|  |
| --- |
| 1. Please attach a document responding to the additional information required for each of the priorities you are applying for. Please take note of the word count guidance for method statements. |

|  |
| --- |
| 1. Provide details of all organisations which will be involved in the delivery of the activity. Explain their roles and responsibilities in relation to the project and provide details of the amount of grant funding they will receive (in no more than 250 words) |
|  |

|  |
| --- |
| 6. Project Costs |

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

|  |  |  |
| --- | --- | --- |
| **Item** | **Year 1** | **Year 2** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total** |  |  |

If applying for posts, please provide a breakdown of salary costs (salary, ENI, pension contribution).

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

|  |
| --- |
| 8. Administrative Information |

|  |  |
| --- | --- |
| 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, and the additional information required for each priority area to:

[applications@trustforlondon.org.uk](mailto:applications@trustforlondon.org.uk)

**CLOSING DATE: 26 July 2019 1PM**