

WALTHAMSTOW AND CHINGFORD ALMHOUSE CHARITY

Charity Registration Number 1116355

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MONOUX HALL
CHURCH END
LONDON
E17 9RL

APPLICATION FOR A GRANT ORGANISATIONS

The Walthamstow and Chingford Almshouse Charity's objective is The Relief or Prevention of Financial Need. Organisations will need to be able to demonstrate on this form how this objective can be achieved by their work.

Name of Organisation:	
Address:	
Post Code:	
Tel. No.:	Fax:
Mobile No.:	E-mail:
Name of main contact:	
Position of main contact:	
Is your organisation a registered Charity? YES / NO	
If YES, please give Charity No:	
What year was your organisation set up?	

<p>How many people are involved in running your organisation?</p> <p>Full-time paid staff:</p> <p>Part-time paid staff:</p> <p>Number of Trustees/Management Committee members:</p> <p>Number of active volunteers (excluding Trustees/Committee members):</p>
<p>1. What is your organisation set up to achieve?</p>
<p>2. Who is your organisation set up to benefit?</p>
<p>3. How many people benefit from the help your organisation gives?</p>
<p>4. How many beneficiaries are from Walthamstow and Chingford?</p>
<p>5. What is the ethnic origin of your beneficiaries?</p>
<p>6. What have been your organisation's main achievements over the last three years?</p>
<p>7. What will be the focus of your organisation's activities over the next twelve months?</p>

8. Does your organisation work with any other organisation(s) in the borough? YES / NO
9. If YES, in what way?
10. What is your organisation's business plans for the next 3 to 5 years? Please enclose a copy with the completed application form.
11. How does your organisation aim to achieve these plans?
12. Does your organisation have its own bank account? YES / NO If YES, please provide a copy of your organisations most recent bank statement
13. Who manages your organisation's finances, who decides on the allocation of funds and how are payments authorised?
14. What is your organisation's main source of income?
15. Does your organisation fundraise? YES / NO 16. If YES, how does it set about this?
17. Who are your current funders?

18. If you were in receipt of a WCAC grant last year, how was the grant used?
19. Do you charge your members / attendees and, if so, how much?
20. Do you keep attendance records? If so, what type of records do you keep and how are these recorded?
21. What systems are in place for you to monitor the progress and success of your project/ activity?
22. Why do you need a grant?
23. How much grant are you requesting or would you be happy to leave this up to WCAC?
24. WCAC grants are sometimes restricted? If you could choose, how would you use the grant?
25. How would the grant actively support and promote the main aims of your organisation and how would beneficiaries benefit?

26. With reference to the Charity's guidelines when grant-making, as set out on page 1 of this document, how would receiving a grant from the Charity ensure your organisation contributes to WCAC's objectives of the relief or the prevention of Financial Need.

Financial summary:

From your most recent audited or independently examined accounts, please complete the following:

Financial Year ended (date).....

Income received from:	£	Expenditure:	£
Central/Local Government		Direct charitable expenditure	
Fees and other charges		Fundraising & publicity	
Companies/Trusts		Administration	
Legacies		Other	
Investment Income			
Other sources			
TOTAL INCOME £		TOTAL EXPENDITURE £	
(Deficit)/Surplus for the year £			

Asset position at end of year:	£	Reserves at end of year:	£
Fixed Assets		Endowment Funds	
Investments		Restricted Funds	
Net Current Assets		Unrestricted Funds	
Long Term Liabilities			
TOTAL A		TOTAL B	

Copies of my organisation's documents are enclosed as follows:

	Enclosed	If NO, Due by date:
Governing document	Yes / No	
Most recent Report and Accounts	Yes / No	
Management Accounts	Yes / No	
Profit and Loss Statement	Yes / No	
Bank statement	Yes / No	
Business plan	Yes / No	

Signed:..... Date.....

Please Print Name.....

Position held within the Organisation.....

Please note: If you are unable to enclose the requested documents at the time of application, please indicate when they are due to be sent. Your application for a grant might be delayed until all information is received by the Directors.

Please send completed application form and documents to:

*Walthamstow and Chingford Almshouse Charity,
Monoux Hall,
Church End,
London,
E17 9RL.*