

# Application form – Hackney Giving and LBH Cost of Living Grants 2024

**Please read the programme guidance fully and check the eligibility criteria before completing this application form.**

## Application deadline: 11am, 25 June 2024

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| Part A - Eligibility checklist |
| **Please check this list carefully. You must be able to answer YES to all questions in order to be eligible to apply** | Yes | No |
| 1. Are you applying for funding for an organisation (not an individual)?
 | [ ]  | [ ]  |
| 1. Does your organisation work with residents of Hackney?
 | [ ]  | [ ]  |
| 1. Does your organisation have a formal constitution or governing document?
 | [ ]  | [ ]  |
| 1. Is your organisation constituted to be not-for-profit?
 | [ ]  | [ ]  |
| 1. Does your organisation have at least two people on its Board of Trustees or Management Committee?
 | [ ]  | [ ]  |
| 1. Do your financial statements/ last set of accounts show a financial surplus?
 | [ ]  | [ ]  |
| 1. Does your organisation have a bank account, requiring at least two signatories?
 | [ ]  | [ ]  |
| 1. Are all your bank account signatories unrelated (by blood or marriage) and living at separate addresses?
 | [ ]  | [ ]  |

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| Part B – About your organisation |
| 1. Name of organisation:
 |       |
| 1. Address:
 |       |
| 1. Post code:
 |       |
| 1. What is the legal status of your organisation (more than one may apply)
 |
| [ ]  Company limited by guarantee |
| [ ]  Registered charity |
| [ ]  Voluntary organisation |
| [ ]  Partnership – please describe:       |
| [ ]  Other – please describe:       |
| 1. In which year did your organisation start?
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| 1. What are the aims and objectives of your organisation?

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| 1. How many paid staff/volunteers are involved at your organisation?

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| --- | --- |
| Full time staff |       |
| Part time staff |       |
| Volunteers |       |
| Board/ Trustees |       |

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| 1. Tell us about your organisation’s leadership, including its board or trustees, and how they represent your community.

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| 1. What was your organisation’s turnover in its last financial year?
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| Part C– About your project |
| 1. Who will your project support? (Ideally, use 15 words or fewer). Please see the application guidance for examples of how to answer this question.

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| 1. Please give a one sentence summary of your project. (Ideally, use 20 words or fewer.)

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| 1. How will your organisation provide cost of living support using this funding? Please select one:

[ ]  Supply food and other necessities [ ]  Contribute towards gas and/or electricity bill payments for service users [ ]  Provide meals in a community setting (including at a “warm hub”) [ ]  Before or after-school club or holiday club (with food provision). |
| 1. Please describe the activities or services you will deliver so that we can understand what you will do. Make sure to include details of where your service will run, how you will know which individuals or families need this support, how frequently you will do the activity, how many weeks it will last. (Suggested answer length: 150-250 words).

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| 1. When will your project run?

Start date:       End date:       |
| 1. Please give an estimate for the number of awards in each category that you will be able to provide:

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| --- | --- |
|  | Number of awards |
| Including children under 19 |       |
| Including people aged 65 or over |       |
| Including disabled people and people living with long term health conditions |       |
| Vulnerable households |       |

Please see the programme guidance for the definition of “award”. |
| 1. Please give an estimate for the number of households you will be able to support with this grant:

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| Part D – Project budget |
| How would you spend a £5,000 grant? |
| **Direct project costs** | **Details** | **Cost** |
| Food and supplies for distribution |       |       |
| Contribution to utilities or phone costs for service users |       |       |
| Food for meals provided at project |       |       |
| Staff costs for distributing food or bill payments, or to cook food |       |       |
| Volunteer expenses |       |       |
| **Indirect costs** | **Details** | **Cost** |
| Organisation running costs |       |       |
| Management costs |       |       |

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| Part E – Contact details and declaration |
| 1. Who can we contact about this application?
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| Name |       |
| Phone: |       |
| Email: |       |
| 1. Declaration

I, [Your name], am an authorised representative of [Name of organisation]. My position in the organisation is [Position in the organisation].[ ]  To the best of my knowledge, the information I have provided on this application form is correct. |

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| Part F – Additional documents checklist |
| Please attach your organisation’s most recent set of accounts or financial statement approved at your AGM with your application.If your organisation has not applied to Hackney Giving before, please also attach:* Your organisation’s constitution
* Proof of the bank account that you will use to receive any grant from Hackney Giving (e.g. bank statement, paying in book)
* Your organisation’s equal opportunities policy
* Your organisation’s safeguarding policy/ policies.

Please send your application to applications@hackneygiving.org.uk  |

Hackney Giving is run by Hackney CVS (registered charity 1069736)

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