Thank you so much for work you are doing to help the people of Southend.

If you are looking at this document you are likely wanting to find out more about the reporting requirements for grants, as well as how to reapply. If you have not yet applied for funding, please do look at the initial application form.

If you have received funds, please fill in this short report form once you have used the money for your project. This helps us understand the impact of the Southend Emergency Fund overall. Please do send us photos, videos and stories along with this short report as this will help us publicise and fundraise for the fund.
**Ideally, we would like a report in no more than two weeks after you have spent out the funds and we require this even if you are not re-applying.**

You are always welcome to re-apply for further funds, *we usually ask a minimum of 4 weeks between us issuing funds and any further funds being issued for a subsequent application.* If you would like to apply, section three has a short space for you to outline any further requests for funds. As you can appreciate, we do require a level of evidence of how your money has been spent in order to issue any further funding, so please send in the report as well.

Please note that grants are allocated from different funds. Please check the following to see if your application halls into either category:

1.This application supports the Clinically Extremely Vulnerable. For definition, [Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#cev)

2.This application supports food and utilities for families with a child (under 18) and in receipt of child benefits

If you aren’t yet ready to reapply for funding please do still share stories and information about your work - please just fill in the report section which we do require, and Section 4 which allows us to share about your work.

We look forward to hearing about the impact that the Southend Emergency Fund has had.

Carry on with the good work you are doing,

The Southend Emergency Fund Team



**REPORT ON A GRANT**

Name of Charity / Organisation:

How much did you receive: £

1. **Please tell us what you used your grant for:**

***a.*** *Write a brief summary of what funding was used for, who it helped and what difference it made.* **b.** *Please tell us how many people benefitted.*

|  |
| --- |
| a.b. |

1. **Please include a story about the change people have experienced from this support**

*If it is easier, please attach a separate document to the email with the story in. Please include photos/videos (attached separately and clearly labelled) that we can use in publicity.*

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**3. Application for further funding**

*We usually ask a minimum of 4 weeks between a successful applicant being issued funds and that applicant being issued funds for a subsequent application. Please tell us any information that is different to the previous application:*

***a.*** *Write a brief summary of what further funding you need, who it helps and what difference it would make.*

**b.** *Please tell us how many people will benefit.*

***c.*** *How much are you applying for?*

***d.*** *Give a breakdown of how a grant will be spent.*

***e.*** *Tell us about any contribution from yourselves.*

***f.*** *How do you know your costs are good value for money?*

*Please note that funds are allocated from different funds. Please tick the following boxes if your application falls into either category:*

*1.This application supports the Clinically Extremely Vulnerable in Southend.
For definition,* [*Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)*](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#cev) *YES 🞏*

*2.This application supports food and utilities for families with a child (under 18) and in receipt of child benefits in Southend YES 🞏*

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| --- |
| a.b. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_c. £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_d.e.f. |

**4. Declaration**

We confirm that we are authorised to provide the photos, videos and stories to Southend Emergency Fund by our organisation and have permission of the beneficiaries represented in them, for them to be used in the public domain for the purpose of raising further funds for Southend Emergency Fund. We confirm that there are no issues with data protection or safeguarding related to these resources.

We confirm that:

* we are authorised by our organisation to apply for this further grant,
* all information provided is true and accurate,
* we consent to Shared Space retaining all information in connection with this application.

If successful we agree by accepting a grant from Southend Emergency Fund:

* it will be spent in line with our application,
* we will provide written confirmation that we have spent all the grant 2 months after receipt or when the grant is spent out, whichever is the sooner.
* we will return any unspent monies 2 months after receipt,
* the grant will be used entirely for the support of individuals / families living in the Borough of Southend-on-Sea as emergency funding, to meet their current needs,
* no money will be retained for administration or management unless agreed in writing,
* no single donation will exceed £\_\_\_\_\_\_\_\_\_\_\_\_ if we are making cash payments to families and individuals,
* we will distribute according to greatest need.

Signed on behalf of (organisation):

Position:

Name: Signature:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please email completed reports with any attachments to:** help@southendemergencyfund.org.uk

You are welcome to re-apply for further funds when required but the level of evidence of how your money has been spent will be a significant factor in considering a second grant.

