**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.

**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.*

|  |
| --- |
|  |

**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 tick here if this application supports the Clinically Extremely Vulnerable (CEV) in Southend.** Each of these people will have received an official letter saying they are on the CEV list.
Info here: **Guidance on the CEV during COVID-19 (www.gov.uk)** **🞏**

*Please tell us any information that is different to the previous application and in addition:*

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

**b.** *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?*

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

**4. Declaration**

We confirm that:

* we are authorised by our organisation to apply for this grant,
* all information provided is true and accurate,
* we consent to Southend Association of Voluntary Services 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,
* we will retain copies of receipts for all purchases and spending against any monies granted by Southend Association of Voluntary Services and upon request, provide them within 1 week of being asked.
* no money will be retained for administration or management unless agreed in writing,
* 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.

