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, who it helped and what difference it made.* **b.** *Please tell us the barriers identified with this group and how they were overcome* ***c****. Please tell us how many people benefitted.*

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

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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|  |

1. **Please provide details of the actual spend. Where the full amount given has not been spent these funds need to be returned to Southend Emergency Fund within 28 days of the submission of this report. A member of the Southend Emergency Fund team will be in contact with you to supply details of how to return the funds.**

|  |  |
| --- | --- |
| **Item**  *e.g. 100 leaflets printed* | **Actual Amount Spent**  *e.g. £200* |
| **Total Spent** | **(total of money spent)** |
| **Grant Amount Awarded** | **(amount of money provided by Southend Emergency Fund)** |
| **Amount of Funds to Return** | **Grant Amount Awarded – Total Spent = Amount of Funds to Return** |

This report should be returned to the Southend Emergency Fund using [sef@savs-southend.co.uk](mailto:sef@savs-southend.co.uk) no later than 30 September 2021.

**4. 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)**](about:blank)

Bank name: Account name:

Sort code: Account number:

**🞏**

*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. |

**5. 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](about:blank)

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.

