

**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.*

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| --- |
| 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.*

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?*

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| 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.

