**TOWER HAMLETS COUNCIL**

**Emergency Funding Application Form 2023/2024**

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| **Name of organisation:** |  |
| **Address:** |  |
| **Name of person completing request:** |  |
| **Position in organisation:** |  |
| **Contact email address:** |  |
| **Organisation website address:** |  |
| **Telephone contact:** |  |
| **Amount Requested:** | **£** |

**Please set out below the purpose(s) for which the requested funding will be used add additional rows below as required**

|  |  |
| --- | --- |
| **Explanation/Description** | **Cost** |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |

|  |  |
| --- | --- |
| **TOTAL** | **£** |

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| **Please explain why your organisation has a financial emergency**  (*This textbox can be expanded to provide as much information as required*) |
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| **Please provide details of what action you have taken to date in an effort to mitigate the emergency**  (*This textbox can be expended to provide as much information as required*) |
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| **How you will ensure the organisation will be financially sustainable once emergency funding has been utilised?**  (*This textbox can be expended to provide as much information as required*) |
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| **Please demonstrate how your project is of strategic importance to the borough, in particular referring to the Council’s Community, Strategic and/or other Plans/Strategies. Links to these plans can be found within the criteria for the Emergency Funding Programme.**  (*This textbox can be expanded to provide as much information as required*) |
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| **Please explain precisely how the emergency is likely to impact on the organisation as a whole**  (*This textbox can be expanded to provide as much information as required*) |
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| **Please detail all Council funding you are currently receiving**  (*This textbox can be expanded to provide as much information as required*) |
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| **Please detail how the emergency will affect any project or initiative currently funded by the Council.**  (*This textbox can be expanded to provide as much information as required*) |
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| **Please clarify the likely impact on potential or actual service users if the emergency is not tackled.**  (*This textbox can be expanded to provide as much information as required*) |
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| **Please detail what additional costs your organisation may suffer if the emergency situation is not addressed**  (*This textbox can be expanded to provide as much information as required*) |
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| **If your organisation has ‘free reserves’, please explain why these cannot be used to tackle the emergency**  (*This textbox can be expanded to provide as much information as required*) |
|  |

**ORGANISATIONAL INCOME [Add additional rows where required]**

|  |  |  |
| --- | --- | --- |
| FUNDING SOURCE State your financial year end | **2021/22 or most recent reporting year**  **(Actual)** | **2022/23**  **or year to date** |
|  | **£** | **£** |
| **Charitable Trusts/Foundations** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Sub Total** | **£** | **£** |
| **Business Donors or Sponsorship** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Sub Total** | **£** | **£** |
| **LBTH Grants or Contracts (*Show all individual projects separately*)** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Sub Total** | **£** | **£** |
| **Other Income e.g. subscriptions, fee/charges etc.** |  |  |
|  |  |  |
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| **Please provide details of any ‘free reserves’ that you have** |  |  |
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|  |  |  |
| **Sub Total** | **£** | **£** |
| **Please detail all designated reserves you have (for repairs or other use)** |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |
| **Sub Total** | **£** | **£** |
| **Any other funds** |  |  |
| Cash in bank accounts |  |  |
| Available overdraft |  |  |
| Shares |  |  |
| Investments |  |  |
| Loans made to individuals and organisations |  |  |
| Significant outstanding debts owed to your organisation |  |  |
| Contract or grant claims submitted but not yet received |  |  |
| **Sub Total** | **£** | **£** |
| **TOTAL INCOME** | **£** | **£** |

**ORGANISATIONAL EXPENDITURE [Add additional rows as required]**

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| --- | --- | --- |
| **EXPENDITURE** | **2021/22**  **(Actual)** | **2022/23**  **(Estimate)** |
|  | **£** | **£** |
| Employee costs – ***please specify individual salaries*** |  |  |
|  |  |  |
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|  |  |  |
| **(A) Employees Sub Total** | **£** | **£** |
| Premises costs – ***please specify*** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| (B) Premises Sub Total | **£** | **£** |
| Office costs – ***please specify*** |  |  |
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| (C) Office Costs Sub Total | **£** | **£** |
| Other running costs - ***please specify*** |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |
| (D) Other Running Costs Sub Total | **£** | **£** |
| Any other expenditure – ***please specify*** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| (E) Miscellaneous Other Sub Total | **£** | **£** |
| Capital expenditure - ***please specify*** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| (F) Capital Expenditure Sub Total | **£** | **£** |
|  |  |  |
| TOTAL EXPENDITURE (A + B + C + D + E + F) | **£** | **£** |

**Return completed form to:** [vcs@towerhamlets.gov.uk](mailto:vcs@towerhamlets.gov.uk)

***For LBTH Use Only***

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