**EMERGENCY FUNDING APPLICATION FORM**

**CONTACT DETAILS**

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| **Organisation Name** |  |

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| **Organisation Address** |  |
| **City** |  |
| **Postcode** |  |

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| **Phone**  |  |
| **Website Address** |  |

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| **Prefix** | **First Name** | **Last Name** |
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| **Job Title** |  |
| **Email** |  |
| **Phone** |  |

**ORGANISATION CRITERIA**

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| **Criteria**: Governance**Standard required:** You must have a Constitution, Memorandum and Articles of Association, or other recognised governance document. |
| **Evidence:**Please e-mail a copy of your constitution or other governance document with this form.  |

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| **Criteria**: Borough connection**Standard required:** Your organisation must either:* have a registered office in Tower Hamlets
* have a base within Tower Hamlets
* be able to demonstrate a track record of successful service delivery within the borough, for at least one year.
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| **Evidence:**Please e-mail with this form either:* confirmation of your organisation’s registered address (e.g. bank statement or utility bill within the last 12 months)
* copy of your organisation’s rental agreement for its premises in Tower Hamlets where it delivers activities (this agreement should cover a period of at least one year).
* screenshot of your organisation’s registration as a charity with the Charity Commission, or as a company with Companies House, that confirms your address.
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| If you do not have an address registered in the borough, or a rental agreement, please provide other evidence that you have successfully delivered services in Tower Hamlets for at least one year.  |
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| **Criteria**: Managing money **Standard required:** A bank account in your organisation’s name |
| **Evidence:** Please provide details of your organisation’s bank account, including an e-mailed copy with this form, of a recent bank statement for this account which contains the following information:* Name of bank account
* Sort code
* Account number

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| **Criteria:** Geographical Area Served**Standard required:** Confirmation of which part of Tower Hamlets your organisation serves.**Evidence** Please confirm the Council ward(s) in Tower Hamlets that your organisation serves:If your organisation covers the whole of the borough, please tick the Boroughwide box in the top row. If not, please indicate which wards in the table that it supports. |
| Boroughwide |  |
| Bethnal Green East |  | Limehouse |  |
| Bethnal Green West |  | Mile End |  |
| Blackwall & Cubitt Town |  | Poplar |  |
| Bow East |  | Shadwell |  |
| Bow West |  | Spitalfields & Banglatown |  |
| Bromley North |  | St Dunstan’s |  |
| Bromley South |  | St Katharine’s & Wapping |  |
| Canary Wharf |  | Stepney Green |  |
| Island Gardens |  | Weavers |  |
| Lansbury |  | Whitechapel |  |

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| **Criteria**: Safeguarding policy**Standard required:** Live and up to date safeguarding policy in operation if your organisation works with children and/or adults at risk of abuse. |
| **Evidence:**Please e-mail a copy of your organisation’s safeguarding policy with this form. |

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| **Criteria**: Insurance**Standard required**Current appropriate insurance cover (public liability insurance cover as a minimum). |
| **Evidence:**Please e-mail copies of relevant insurance certificates with this form. |

**EMERGENCY FUND PROPOSAL SECTION**

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| **Nature of Emergency**(please confirm in a maximum of three words your organisation’s summary of its emergency). |  |

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| **About Your Organisation**Please describe:* the purpose of your organisation
* how your activities benefit Tower Hamlets residents
* how these activities link to Council priorities as outlined in our [Strategic Plan 2022-2026](https://www.towerhamlets.gov.uk/lgnl/community_and_living/community_plan/strategic_plan.aspx).
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| **Word Count: 500 words** |
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| **About Your Emergency**Please describe:* the emergency your organisation is facing.
* the impact the emergency will have on your service users
* the impact the emergency will have on your organisation.
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| **Word Count: 500 words** |
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| **How Has Your Organisation Addressed The Emergency Previously?*** What steps has your organisation taken to deal with the emergency so far?
* What has been the impact of these steps?
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| **What Does Your Organisation Want Funding For?**Please describe:* what your organisation will use the funding for
* how will the funding help your organisation have long-term financial viability
* the budget for your proposal, providing information on items of expenditure and costs per item.
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| **Reserves And Financial Management*** Please explain how much reserves your organisation has available and why these cannot be used to tackle the emergency
* Apart from reserves, does your organisation have any alternative sources of funding to address the emergency?
* Please e-mail your organisation’s recent year-end accounts
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| **Word Count: 500 words** |
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**Please e-mail your completed application form to:** **vcs@towerhamlets.gov.uk**