**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. |
| **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). |
| **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. |
| **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? |
| **Word Count: 500 words** |
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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 |
| **Word Count: 500 words** |
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**Please e-mail your completed application form to:** [**vcs@towerhamlets.gov.uk**](mailto:vcs@towerhamlets.gov.uk)