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Charity Application Form

**Please see guidance notes carefully before completing this application form: Forms not submitted in the requested format will not be considered..**

If you are eligible to apply for funding from The October Club then please complete this application form as fully as possible.

Please do not change the formatting as from the start of page 2 we print all subsequent sections for Committee papers.

Note: please leave blank anything within red borders and accompanied by an asterisk to be filled in by The October Club (TOC)

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| Please email your application form in a **WORD DOCUMENT saved as the name of your charity** by close of business on **19th February 2021**, along with the additional electronic attachments to:  **Narinder Uniacke**  **enquiries@theoctoberclub.co.uk**  We will let you know by the end of Aprilif you have been selected to present to the committee in the second week of May 2021**.**  We would also ask for your patience during this period in requesting any feedback on your application. We aim to provide all unsuccessful charities with any feedback on their applications by the end of April.    If you wish to confirm your application has been received please add a delivery and read receipt to your application email. Due to the volume of requests received we will not be able to respond to emails asking to confirm receipt. Many thanks for your understanding in this matter. |

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| **1. Charity Details** | | | | | | | | | Registered No: | | | | |
| Name: | | | | | | | Website: | | | | | | |
| Address: | | | | | | | | | | | | | |
| Postcode | | | | | | Tel: | | | | | | | |
| **2. Applicant Details** | | | | | | | | | | | | | |
| Name: | | | Job Title: | | | | | Email: | | | | | |
| **Signed:** | | | | | | **Date:** | | | | | | | |
| **Thank you for your application** | | | | | | | | | | | | | |
| Charity name: | | | | | | | Year founded: | | | \*TOC reference: | | | |
| \*Media Test: | |  | |  |  | \*Overall TOC rating: | | | |  |  |  | |
| **3. Charity background** | | | | | | | | | | | |
| Charity Background (founded by/when, primary services, service users and beneficiaries stats, geographical areas operation etc. max 150 words) | | | | | | | | | | | |

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| **4. Financial Profile** |
| Please complete the below grid, **ensuring you have read the guideline notes first:** |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Account Year Ending | Donations and legacies (in 000s) | Income earned from charitable activities  (in 000s) | Income earned from other trading activities  (in 000s) | Investment and other income  (in 000s) | Total Expenditure (in 000s) | Total amount expended  On charitable activity  (as a figure and percentage) | Costs of the Executive/leadership  Team [note 2]  (in 000s) | | 2018 |  |  |  |  |  |  |  | | 2019 |  |  |  |  |  |  |  | | 2020 |  |  |  |  |  |  |  | | \*To be filled out by TOC: | | | | | | | | | Voluntary Income |  |  |  | \*Comment on finances | | \*Comment on budget proposal | | | Total income |  |  |  | |  | | | Total Expenditure |  |  | | Total cash |  |  | | Total Net assets |  |  | | Cash as % of annual expenditure |  |  | | No. of Staff (Full-time) |  |  | | Clean Audit report |  |  | Status: | | Status: | | |

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| **5. Transformational Project** |
| Project Summary (tell us what your transformational project is in a sentence of 12 words maximum). |
| Project Overview (tell us how The October Club investment will transform your organisation, how it would improve your infrastructure/way of working and how your beneficiaries will benefit, summarising the projects intended outcomes, max 500 words). |
| Cost of Transformational Project (note these funds must be used within three years) (you can attach an excel spread sheet if easier) |
| Note 1: Please use the definitions at <http://www.charitysorp.org/>  Note 2: Costs of the executive/leadership team to include all salaries, emoluments, bonuses, employer’s national insurance and employer’s pension contributions. |

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| **6. Governance** | |
| Number of staff: Full time: Part time: Volunteers: | |
| Governance (Please provide a brief biography of your Chair including length in post and the names of all your trustees) | |
| Chief Executive Officer (Please provide a brief biography of your CEO including name, length in post and salary) | |
| \*TOC comments on governance & trustees: | \*Governance Test: |

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| **7. Other information** |
| If you have been encouraged to apply through a committee member/friend of The October Club please provide details: |
| If you have previously applied to The October Club for funding can you confirm when: |
| **Pipeline Funding** Please specify any potential large-scale income receipts that totals over £200k, including statutory funding, trusts, one-off fundraising events or Charity of the Year funding that you are currently applying for and / or have reasonable belief you will receive over the next 12 months from the date of your application |
| **Additional Governance Questions**  Please provide a statement regarding any financial or reputational risks that are currently being considered by your Board of Trustees or have been considered in the last 12 months. |

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| \*Charity advisors' summary: |