

London Churches Refugee (Hardship) Fund - Application Form (Grants Round 26)

Please send the completed Application Form, and supporting papers, by email to grants@help4refugees.co.uk no later than Tues 30th April 2019

If you are unable to email supporting papers, please contact info@help4refugees.co.uk to discuss alternatives. **But PLEASE email ALL papers if at all possible**

A. Submission made by

Name of organisation:

Contact name:

Position:

Email address

B. Checklist of supporting documents. *Please tick as applicable and attach as indicated*

1. Copy of audited accounts (most recent) (attached)

Or other record of income & expenditure (most recent) (attached)

Or if already sent: Submitted on:

2. Annual Report *or* Review (attached)

Or other report showing scope and scale of work (attached)

Or if already sent: Submitted on:

3. Monitoring Form from last grant (attached)

Or if already sent: Submitted on:

4. Case study from last grant - included in section H6 of this application

Or if sent separately (attached)

Or if already sent: Submitted on:

5. Safeguarding policy. We require all recipient organisations to have an adequate safeguarding policy which we will need to verify. Please select one of the following:

Policy sent with this application (attached)

Or policy online at www.

Or policy submitted on (within last 3 years)

C. Further details of your organisation

Org Address:

.....

Tel.

Is your organisation a member of the London Churches Refugee Network? **Yes/No**
If 'No', please see n.4 of Terms and Conditions (available online)

Or: to which Church or Religious community is the organisation affiliated?

.....

D. Payment details. If you are successful in your application:

Please indicate clearly to whom any Grant Cheque should be made payable:

“.....”

Banking details for BACS transfer (NB we *may* be ready to use this in the current round but please still provide cheque payee information above)

Name of account

Sort code Account number

E. Data protection. It is a condition of application that you give consent to our use of your data as shown below:

(tick or check the box)

By ticking this box you **give consent** to the use of your name, address and other personal data by the London Churches Refugee Fund (LCRF) for the purposes of processing your application and keeping you informed about our activities. Your consent may be withdrawn at any time. LCRF complies with GDPR 2018 and will not pass on your data to any other party. See our full privacy notice at <http://www.help4refugees.co.uk/privacy-notice>

F. General Agreement

I / we agree to the Terms and Conditions of the London Church Refugee Fund. I / we further understand that the Fund may not be able to meet the amount requested or may be able to meet only part of the sum, at the absolute discretion of the Trustees.

Signed

Print name Date

G. Total grant applied for: £

H. How the money will be used

It is important to note that LCRF is only able to support work for the relief of destitute refugees and asylum seekers in the London area. You need to demonstrate in this section that your work reflects this objective and how you will ensure that money is used for this purpose.

Please use the following headings to demonstrate how the money will be spent. You may use a separate sheet for your answers or to complete them, as necessary.

1. Please describe the use(s) for which the money is intended

2. Please indicate the groups of refugees / asylum seekers who will be the recipients eg children, mothers and infants, those refused etc

3. Please provide a budget breakdown of how the money will be spent

4. How many people do you estimate will benefit from the amount requested?

5. Indicate briefly the main 'trends' experienced over the last 6 months in your area of work

6. **(For second and subsequent grant applications)** Provide a brief example / case study of how someone has benefitted from the kind of assistance you would be able to continue to offer to your users were your application to be successful.