**THE FRESHWATER FOUNDATION**

**COVID-19 EMERGENCY FUNDS APPLICATION FORM**

# Organisation Details

*Please answer all questions as fully as possible.*

a) Name of Organisation:

b) Address:

c) Contact Name:

 First:

 Last:

d) Tel. No:

e) Email:

f) Website:

g) Are you a registered

 charity? (Y/N)\*:

h) If yes, charity registration number:

i) Date the organisation was set up:

j) Do you have a

 constitution (Y/N)? If yes,

 please enclose.

k) What are the main areas of work of your organisation? (e.g. community development, health promotion, young people, older residents etc.)

l) Income for the previous year:

m) Reserves (if any):

# Funding Requirements

a) Brief summary of the costs to be covered:

b) How has the Covid-19 outbreak caused you financial problems?

g) Please give a breakdown of the costs that will be covered:

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| Item | Cost | Date |
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| Total Cost: |  |  |

h) What amount of funding do you require from us (max £500)?

*Be advised that should you be successful in your grant, we will need to be given your bank details. Under GDPR, we are required to give you explicit notice of this and to let you know that once the grant has been processed, you have the right to require us to delete these details. For more details, copies of our Priviacy Policy and Data Protection Policy are available on our website or on request.*

*Please include the following supporting documents:*

* Your Constitution (if you have one).
* Annual Report and Accounts and bank statements for the previous year to date (or just the bank statements if you do not produce and annual report), preferably showing payments in the past for expenses for which you are seeking funding.
* Copies of any bills or invoices for which you are seeking funding.
* Name and contact details of a referee (preferably 2). These should not be relations or service users of the charity. Preferably they will be professional associates, a partner organisation or a previous funder.
* Minutes of a significant meeting.