**APPENDIX C**

**CITIZENSHIP AND INTEGRATION INITIATIVE – Voter Registration**

**Application form**

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| 1. Organisational Details |

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| **a) What is the name of your organisation?** |
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| **b) Is your organisation known by any other name or did you have a former name?** |
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| --- |
| c) What is the legal status of your organisation? |
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| **d) Which year was your organisation established?** |
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| 2. Main Aims and Activities |

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| **a) Summarise the work of your organisation** *(50 words max)* |
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| **b) Describe your organisation’s aims and main activities/projects (indicating how many people benefit from each activity) (***500 words max)* |
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| **c) What is the total number of people who directly benefit from your organisation's work each year?** |
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| **d) Tell us about the difference your organisation has made and any recent achievements** *(200 words max)* |
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| **e) Where is your organisation based? (Borough)** |
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| --- |
| **f) Where do your current activities take place? (Borough/s)** |
|  |

|  |  |
| --- | --- |
| **g) Does your organisation have any relevant quality marks/accreditation?** | **Yes / No** |

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| --- |
| **If yes, please provide details of these including what level (if appropriate) has been achieved** |
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| 3. Governance and Staffing |

1. **How many staff and/or volunteers does your organisation have?**

|  |  |
| --- | --- |
| Full Time |  |
| Part Time |  |
| Volunteers |  |

|  |
| --- |
| **b) How many Trustees/Management Committee members does your organisation have?** |
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| **c) Are there any significant changes about to take place in your organisation?** *(200 words max)* |
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| 4. Finances |

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| --- | --- |
| **a) Does your organisation have annual accounts?** |  **Yes / No** |

**Financial year ended - Date:**

|  |  |  |
| --- | --- | --- |
|  | **Most recent year****£** | **Prior Year****£** |
| **Total incoming resources** |  |  |
| **Total resources expended** |  |  |
| **Surplus/deficit** |  |  |
| **Total funds brought forward** |  |  |
| **Funds carried forward** |  |  |
| **Restricted funds** |  |  |
| **Unrestricted funds** |  |  |
| **Designated funds** |  |  |
| **Total funds** |  |  |
| **Net current asset or liabilities** |  |  |

**b) Please complete the following table relating to your current financial year.**

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| --- | --- |
| Current financial year ends on |  |
| Anticipated expenditure (£) |  |
| Secured income (£) |  |

|  |
| --- |
| **c) Are there any financial issues you need to highlight?** |
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| 5. About Your Request for Funding |

When completing this section, you will need to provide some evidence of how your proposed work meets some or all of our shortlisting criteria given in **appendix A and B**.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **a) For which area of work are you applying?**

|  |  |
| --- | --- |
| **Supporting Londoners to be active citizens**  | **Yes / No** |
| **Tackling barriers and inequalities**  | **Yes / No** |
| **Promoting shared experiences**  | **Yes / No** |

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| **b) What is the name of the person who you are proposing to second to the GLA?**  *(please attach their CV to this application)* |
| **Name:** |

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| --- |
| **c) Please outline how they meet the Person Specification (as listed in appendix B)** *(500 words max)* |
|  |

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| **d) What specific knowledge and expertise will they bring the area of work selected in a) above** (300 words max) |
|  |

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| --- |
| **e) What do you think could be achieved by working collaboratively with the GLA, which could not otherwise be achieved?** (200 words max) |
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| **f) How many days per week (minimum 3) are you proposing for the secondment?**  |
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|  |
| --- |
| **f) When could the secondee take up the post?**  |
|  |

|  |
| --- |
| **g) Please outline how you will address any organisational issues that may result from this secondment**  |
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| 6. Project Costs |

**a) What is the total cost of the proposed work?**

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| --- | --- |
| **Item** | **Cost**  |
| **Current salary (pro rata if less than FTE)** |  |
| **On-costs** |  |
| **Employer’s Pension contribution** |  |
| **Proposed salary enhancement**  |  |
| **Management fee** | **£5000** |
| **Recruitment of cover/backfill**  | **£1,000** |

|  |  |
| --- | --- |
| Total |  |

|  |
| --- |
| 7. Previous Funding |

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| --- | --- |
| **a) Have you received previous funding from Trust for London?** | **Yes / No** |

|  |
| --- |
| **If yes, please summarise the main achievements/outcomes from your last grant from us (if not listed previously)** |
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| --- |
| **b) Is there any other relevant information you would like to tell us about your organisation or application?** |
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| --- |
| 8. Administrative Information |

**a) Applicant Details**

|  |  |
| --- | --- |
| **Title Address Line 1** **Address Line 3** |  |
| **Forename(s)** |  |
| **Surname** |  |
| **Position** |  |
| **Address** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone No.** |  |
| **Email address** |  |

|  |  |
| --- | --- |
| **b) What is your website address?** |  |

|  |
| --- |
| **c) If your organisation has a twitter account, please specify here.** |
|  |

Please return your application form by email, together with your most recent accounts and

the CV of the staff member who is being proposed for secondment to:

Geraldine Blake applications@trustforlondon.org.uk

Citizenship and Integration Co-ordinator

Trust for London

6 Middle Street

London EC1A 7PH

**CLOSING DATE: 5pm on 14th December 2018**