**ABF The Soldiers’ Charity (ABFTSC)**

**Grant Application - Supporting Financial Information Sheet**

**Charity Name:**

1. The purpose of this financial information sheet is to collate information regarding your organisation’s finances. This will form an important element of the application process and will enable our Charity to ensure your organisation is financially viable in the short and medium term. This document should be signed by your finance officer or appropriate individual.

Charity Financial Overview

1. In order for our Charity to get a better understanding of your organisation, we require some key data from the last two years of your financial accounts:

* What was the date of your most recent statutory accounts? This should be the last financial year (FY). If not, please explain why not.
  + Answer:

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* What was the Total Income of your Organisation in the last financial year (FY) where accounts are available and the previous financial year (FY)?
  + Answer: Last FY: £ Previous FY: £
* What was your charitable expenditure in the last FY where accounts are available and the previous FY?
  + Answer: Last FY: £ Previous FY: £
* What was the total Net Income/Expenditure in the last FY where accounts are available and the previous FY?
  + Answer: Net Income Last FY: £ Previous FY: £
  + Answer: Net Expenditure Last FY: £ Previous FY: £
* What is the total value of Donations & Legacies in the last FY?
  + Answer: £
* What is the value of your Investment Income (if any) in the last FY?
  + Answer: £
* Please indicate value of other income streams (if any) in the last FY (All income streams should add up to the total income of your organisation provided above).
  + Answer: Income type £
  + Answer: Income type £
  + Answer: Income type £
* What is the total value of any Restricted and/or Designated funds in the last FY?
  + Answer: £
* If you have an Endowment is this...?
  + Permanent

* + Expendable
* What is the value of any fixed assets such as buildings or vehicles in the last FY?
  + Answer: £

Current Management Accounts Information

1. This section gives us an understanding of the current year financial position and will include an updated forecast covering the impact of COVID-19.

* Please elaborate on the immediate effect of COVID-19 to your organisation’s budget for this financial year, in particular how income and charitable expenditure have changed.
  + Answer (maximum 250 words)
* Does your organisation have any significant forward funding commitments?
  + Answer:
* What COVID-19 related support has your organisation already received or is seeking?

*E.g. The Armed Forces Covenant Trust COVID-19 Impact Programme, Coronavirus Business Interruption Loan Scheme (CBILS), Government support schemes (E.g. Furlough, Job Retention, Deferral of VAT/PAYE payments, etc) or any other source of Government COVID-19 support.*

* + Answer

|  |  |  |
| --- | --- | --- |
| Date | Source/ Fund | Amount |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

* If you haven't sought additional funding, why?
  + Answer:

Cash Management

4. A key component of the financial review is looking at your organisation’s cash flow.

* How much cash are you holding and how many months of operations does that cover?
  + Answer: Amount £ equating to \*\* months of operation.

Charitable Reserves

5. This will enable our charity to get a better understanding of your organisation’s reserves, the make-up of your funds and what free reserves are available.

* What use are you currently making of your reserves?
  + Answer (maximum 250 words):
* What is the value of your free reserves in your most recent statutory accounts?
  + Answer: £
* What are your estimated free reserves today?
  + Answer: £
* If you have any additional comment regarding reserves, please add below.
  + Answer (maximum 250 words):
* How long will your unrestricted funds (minus any property) cover your current expenditure?
  + Answer: \*\*\* months

Specific Project Related Financial Information

(which your application is requesting we support)

6. In addition to the information provided above please provide additional information to support your application including:

* Please provide a summary of your main sources of funding for this project/activity, but importantly how it will be sustained in future years? We will consider your reserves and their ability to sustain the project as a last resort when considering the application.
  + Answer (maximum 350 words)
* What other funding has been sought/received in respect of this request? *Please include details of any Government/The Armed Forces Covenant Fund Trust/LIBOR/Trusts & Foundations or Corporate funding that you are in receipt of or is being sought. Also include details of any grant funding received from Individual Regiments or Corps.*

|  |  |  |  |
| --- | --- | --- | --- |
| Application submitted | Expected date of approval | Grant applied for | Remarks |
|  |  | £ |  |
|  |  | £ |  |

* If you have received funding from another charitable organisation for this project in the past 2 years which has now ceased, please provide details below:

|  |  |  |  |
| --- | --- | --- | --- |
| Charity /Organisation | Date Funds ceased | Amount awarded | Why funding ceased |
|  |  | £ |  |
|  |  | £ |  |

Signed

Name

Charity Finance Officer