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

**Grant Application - Supporting Financial Information Sheet**

**FY 21-22**

**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. Specifically, we should be grateful for a copy of the Statement of Financial Activity (SOFA):
2. 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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1. 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: £
2. What was your charitable expenditure in the last FY where accounts are available and the previous FY?
   * Answer: Last FY: £ Previous FY: £
3. What was the Net Surplus/Deficit (before other profits or losses) in the last FY where accounts are available and the previous FY?
   * Answer: Surplus Last FY: £ Previous FY: £
   * Answer: Deficit Last FY: (£ ) Previous FY: (£ )
4. What are the other profits or losses in the last FY?

Answer: £

1. What is the total value of Donations & Legacies in the last FY?
   * Answer: £
2. What is the value of your Investment Income (if any) in the last FY?
   * Answer: £
3. 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 £
   * **Total Income** £ (as per Para 2b).
4. What is the total value of any Restricted funds in the last FY?
   * Answer: £
5. If you have an Endowment is this...?
   * Permanent

* + Expendable

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

**Charitable Reserves**

3. 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 (Unrestricted and Designated) are available. Please show the separate totals for Unrestricted and Designated and expand on the intended use of the Designated Funds.

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

**Current (in Year) 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.

1. 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)

1. Does your organisation have any significant forward funding commitments, noting your comments above please explain how those costs will be covered?
   * Answer:
2. 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 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

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

Cash Management

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

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

**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:

PROJECT TITLE:

Amount Requested: £

Amount Raised: £

Total Cost of Project being funded: £

1. Please provide a summary of your main sources of funding for this project/activity, but importantly how it will be sustained in future years, noting any award we make will only last for 12 months and may not be forthcoming 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)
2. Please provide a breakdown of the costs of the project highlighting those areas where any grant we award will be allocated. (Please note the information on what will or will not normally fund is shown on our website – should you have any queries please contact us in advance).

|  |  |  |  |
| --- | --- | --- | --- |
| *Item Covered* | *Cost* | *ABFTSC Support* | *Remarks* |
|  | *£* |  |  |
|  | *£* |  |  |
|  | *£* |  |  |
|  | *£* |  |  |
|  | *£* |  |  |
|  | *£* |  |  |
|  | *£* |  |  |
|  | *£* |  |  |
| *Total Cost of project* | *£* |  |  |

1. Please provide the details of what other funding has been sought/received in respect of this request to cover the total cost of the project? *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  To whom | Expected date of approval | Grant requested | Remarks |
|  |  | £ |  |
|  |  | £ |  |
|  |  | £ |  |
|  |  | £ |  |
| Total Project Cost |  | £ |  |

* 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 including and how you have made up the shortfall:

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

Signed

Name

Charity Finance Officer