

**London Churches Refugee (Hardship) Fund - Application Form (Grants Round 35)**

***Please send the completed Application Form, and supporting papers, by email to [grants@lcrf.org.uk](mailto:grants@lcrf.org.uk) no later than October 16th 2023.***

If you are unable to email supporting papers, please contact [info@lcrf.org.uk](mailto:info@lcrf.org.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** .....

**Telephone Number** .....

**Total grant applied for: £ .....**

**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 indicate date of the Policy if submitted within last 2 years. Please select one of the following:

- Policy sent with this application  (attached)
- Or policy online at www. ....
- Or policy submitted on ..... (within last 2 years)

**C. Further details of your organisation**

**Org Address:** .....

.....

**Tel.** .....

**Contact Official for all communications**.....

**Email address**.....

**Tel.** .....

Is your organisation a member of the London Churches Refugee Network? **Yes/No**

Is your organisation affiliated to any Church or other religious organisation? State which:

.....

*These questions are for our information only and will not impact on our grant allocations*

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

**Banking details for BACS transfer** (NB this is now our preferred means of making grant payments, for administrative and security reasons)

Name of account .....

Sort code ..... Account number .....

**If you cannot accept a BACS transfer**, please indicate clearly to whom any Grant Cheque should be made payable:

“.....”

**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)

***LCRF Application Form Round 35 Autumn 2023***

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. Our full privacy notice may be downloaded from our website where it can be found under “Contact us” or email [info@lcrf.org.uk](mailto:info@lcrf.org.uk) for a copy.

**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. But you may be quite brief – and don't feel you have to repeat information in more than one section!*

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, *giving some indication of the impact your support has had on their lives*