**Third sector Resilience Fund:**

**Your Resilience Fund application:**

**Please use this word document to draft your application. To apply for Firstport's Resilience Fund please fill out the form online.**

**Before starting to fill in the form, please read the application guidelines.

If you have any queries, contact us on info@firstport.org.uk and we will be happy to help.**

**Organisation Key Contact Details**

**If for any reason the point of contact should change during the application period, please ensure that we are made aware.**

1. First Name \*
2. Last Name \*
3. Position held at organisation \*
4. Email \*
5. Home Phone\*
6. Mobile Phone

***Details of a second contact from your organisation***

1. Second Contact First Name
2. Second Contact Last Name
3. Second Contact Position held at organisation
4. Second Contact Email
5. Second Contact Home Phone
6. Second Contact Mobile Phone

**About your organisation**

1. What is the name of your organisation?\*
2. Registered business address\*
3. City/Town\*
4. Post code\*
5. Area of operation (If you cover more than one area please select Scotland Wide)\*
6. Which Sectors are relevant to your social enterprise?\*

*If you work in more than one sector, then please select the one in which you do most of your work.*

Please select:

*(In a circular economy, waste and resource use are minimised. Products are used again to create further value.)*

1. Please enter your registered charity number (if applicable)
2. Please enter your registered company number (if applicable)
3. Please outline your organisation’s set up (for example: voluntary organisation, constituted group etc.)

**If you are not a registered organisation, please upload a copy of your constitution. (This can be submitted as an email attachment, please ensure it is named correctly).**

1. Number of Staff (If applicable)
2. Number of Volunteers (if applicable)
3. Please describe your organisation background to date (please include what the organisation does, and what it has achieved) (Max 250 words).

**Financial Aspects:**

1. What was the turnover of your organisation in the previous year? *(If your organisation is less than a year old, please input your total turnover to date.) \**
2. What is your current level of reserves? (*This includes funding that has been made unrestricted as well as any other reserves you may have. If you do not have any current reserves then please indicate this by inputting 0) \**
3. *Current levels of restricted funding
(If you do not have funding currently, or if you have been told that your current funding is no longer restricted then please indicate this by inputting 0) \**
4. *Please list any existing funders*\* *i.e. any funders that were already supporting your organisation before the outbreak of the Coronavirus Pandemic*
5. *How long do you think you can cover your essential costs for? (For example: 6 months, 3 months, 6 weeks etc.)* \*

**Please attach your latest accounts, and your most recent banks statement** (i.e. March 2020) **to the email.**

1. Please use this space to provide us with more information on your financial documentation if you would like to.

**COVID-19 (Coronavirus)**

This section is to outline the impact that COVID-19 (Coronavirus) has and is having on your organisation.

1. How has the organisation been affected by COVID-19 (Coronavirus)?
Max 500 words\*
2. What measures have been put in place in response to the impacts COVID-19 (Coronavirus) has had?
Max 250 words \*
3. Is your organisation currently sourcing help or funding from other organisations? \*

[ ]  Yes [ ]  No

1. How will the Third Sector Resilience funding help the organisation?
Max 500 words\**. Please use this space to outline your budget break down in more detail. For example: if you are applying to cover the wages of working staff please include detail of how many staff, and for what period of time.*

**How you will use the money**

**Please provide a breakdown of your budget below. The total amount needed should calculate automatically.**

*Please note that we* ***cannot cover the costs of staff wages for any staff who are unable to work due to COVID-19.*** *If you are looking to cover the wages of your staff who are no longer able to work then you should look into the* ***Government Staff Retention Scheme.*** *This fund is also* ***unable to cover the extra 20%*** *of furloughed staff wages. (If you are applying to cover the wages of staff who are still working for the organisation then please ensure you specify how many staff and for how long, either below or in the question above.)*

Item of Expenditure 1\*

Amount Needed \*

Item of Expenditure 2

Amount Needed

Item of Expenditure 3

Amount Needed

Item of Expenditure 4

Amount Needed

Item of Expenditure 5

Amount Needed

**Total Amount needed:**

**Organisations Bank Details**

Name of Business Bank Account (for example TSRF. Ltd.) \*

Account Number\*

Sort Code\*

**Please read the Terms and Conditions below.**

**1.** The grant must only be used for the agreed purposes as detailed in the application and in accordance with the terms and conditions of this agreement.

**2.** If the organisation’s circumstances change, the organisation must contact Firstport for advice in the first instance.

**3.** If requested, the organisation will provide a brief update of progress to date.

**4.** The organisation must ensure that all necessary safeguarding policies and procedures are in place, and that all staff, representatives and other persons involved in the delivery of the grant are obliged to follow and receive training on safeguarding. You must inform Firstport in the event of any safeguarding issues that may damage the reputation of the organisation.

**5.** The organisation must keep proper and complete financial records of grant expenditure and have suitable financial controls in place. Firstport reserve the right to review these financial records upon request.

**6.** The organisation must inform Firstport of any significant change to structure, staffing, management, finances, or governance arrangements.

**7.** Information regarding the organisation and the grant may be included on the Corra Foundation, Firstport, and Scottish Government websites and annual reports.

**8.** Firstport may ask for repayment in whole or part in the event of a breach of any of the terms of this agreement.

**If awarded, I agree to the terms and conditions on behalf of the organisation. \***[ ]

By submitting your application you confirm that you understand and accept our obligations under the General Data Protection Regulation (GDPR) set out in our [Privacy Policy](https://www.firstport.org.uk/privacy-policy-2/)

You also confirm and agree that for the purposes of this particular fund, we will share your information with the fund partners (Social Investment Scotland and the Corra Foundation) if deemed appropriate.

**I give GDPR consent as outlined in the privacy policy above\*:** [ ]

**Application date:**