



**APPLICATION FOR FINANCIAL ASSISTANCE**

**ORGANISATION**

Name:.....

Charity Registration No: ..... Date Established:.....

Organisation Full Address:.....

.....

..... Post Code:.....

Telephone No: ..... Fax No:.....

E-Mail:..... Website:.....

Area of Operation: ..... Continent: ..... Country:.....

State: ..... Region:..... City:.....

Type of Legal document governing the Organisation: .....

Historical Background:.....

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Main Objectives:.....

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Name of the Chief Exective:..... Length of Service: .....

**BOARD OF TRUSTEES / DIRECTORS**

Full Name and Address: .....

..... Post Code:.....

Full Name and Address: .....

..... Post Code:.....

Full Name and Address: .....

..... Post Code:.....

Full Name and Address: .....

..... Post Code:.....

Chairman of the Board of Trustees/Directors:.....

Secretary to the Board of Trustees/Directors: .....

**FINANCIAL & PROJECT DETAILS**

Financial Resources of the organisation: .....  
.....  
.....

Full Details of the Project that needs financial support: .....  
.....  
.....  
.....  
.....

Aims of the Project: .....  
.....  
.....  
.....

Please provide as below the breakdown of the costs where you intend to utilise the funds being sought:

Salaries:..... Rent & Rates: .....  
Transport costs:..... Publicity cost .....  
Legal & Professional: ..... Light & Heat:.....  
Printing, Postage & Telephone: ..... Repairs & Renewals: .....  
Conferences & Seminars: ..... Books & Magazines: .....

**Total Cost of the Project:** .....

**Amount available:** .....

**Funds to be raised through other Sources:** .....

**Amount requested:** .....

**BANKERS**

Name & Full Address: .....  
..... Post Code: .....

Account Name: ..... Account No:.....

Branch Sort Code:..... Branch Name: .....

Name and address of an intermediary bank, if applicable .....  
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**AUDIT, PRESENTATION & FILING OF THE FINANCIAL STATEMENTS**

Are the Financial Statements audited by independent auditors? Yes π No π

If Yes, please give Auditors' name and address: .....

.....

If the answer is No, please give the reasons: .....

Are you required by Law to file the financial statements with a statutory body? Yes π No π

If your answer is Yes, please provide the name of the Statutory body: .....

How often you are required to file the organisation's Financial Statements? Annually π Half Yearly π

**OFFICIAL DOCUMENTS REQUIRED**

**The following documents must be enclosed with the application form (Please tick (3)**

- Registration Certificate π Bank Statements for the last 12 months covering all accounts π Confirmation letter from the bank that all accounts are being operated by more than one Trustee/Director and present bank balances π Latest Audited Financial Statements π Organisation's authorisation procedures in respect of capital & revenue expenditure π Recommendation letters from four independent organisations π Photographs π Location Map π Architects Plans π Planning permission π Case Study π Quotations/price lists π

**DECLARATION & UNDERTAKING BY THE OFFICIALS AND TRUSTEES OF THE ORGANISATION**

We, the undersigned hereby declare that the information contained in the enclosed documents and provided in this application is true and correct. We declare that no officials, Trustees, Directors and their family members or relatives have any beneficial interest in the charity or its projects. We confirm that our organisation strictly follows local and laws introduced by the Central Government. We undertake to provide a full-progress report about the project at six-monthly and yearly intervals and will allow full access to the books and records to the authorised officials and advisers of the Elrahma Charity Trust. We hereby agree to refund whole or part of the amount that has not been spent on the intended project.

Signed by the Chief Executive: ..... Date: .....

Chairman of the Board of Trustees/Directors: ..... Date: .....

Secretary to the Board of Trustees/Directors: ..... Date: .....

**FOR OFFICE USE ONLY**

Date Application Received: .....	Application Reference No: .....
Date Application Approved/Rejected: .....	Amount Authorised: .....
Date organisation informed: .....	Reason for rejection: .....
.....	

## **Guidance Notes**

1. All sections of the application form must be completed and filled in capitals.
2. As **Elrahma** uses English as its official language, therefore, all the correspondence addressed to it must be in English.
3. If your organisation is applying for more than one project, for each project a *separate* application is needed.
4. Each project must be submitted in a separate file.
5. Please ensure that the project file includes the following information:
  - Introduction to the organisation (Registration Certificate, Bank Statements for the last 12 months covering all accounts, Confirmation letter from the bank that all accounts are being operated by more than one Trustee/Director and present bank balances, Latest Audited Financial Statements, Organisation's authorisation procedures in respect of capital & revenue expenditure, Recommendation letters from four independent organisations and Photographs)
  - Aims of the project, indicating its benefits in details.
  - The method by which the project will be executed indicating different completion dates and stages (if any) of the project.
  - Break-down of budgeted and actual cost of the project (relevant official documents such as Location Map, Architects Plans, Planning permission, Case Study, Quotations/price lists etc.) must accompany the application form.
6. The donation *must* be used *only* for that purpose which is specified in the application (***No transfer of money to any other project is allowed***). In order to ensure that the donations have been spent on the specific projects, officers from **Elrahma** will be supervising the projects, which are being supported.
7. **Elrahma** only considers the applications of those organisations that have their own bank accounts and not those in the name of the individuals.
8. Copies of all the legal documents must be authenticated by either an oath commissioner, a notary public, a justice of peace or any other law officer duly authorised and qualified to carry out such a function.
9. The declaration and undertaking must be signed and dated by an official responsible for the management of the organisation, by the Chairman and Secretary to the Board of Trustees/Directors.
10. Legal document governing the organisation means its constitution in the form of a Trust Deed, Memorandum and Articles of Association of a Limited Company with charitable objectives and registered as such, as a charity. **Elrahma** only considers applications submitted by only those organisations with a bona fide registered charitable status.
11. **Elrahma** provides financial support to only those charitable organisations having at least four Trustees/Directors on their Board .