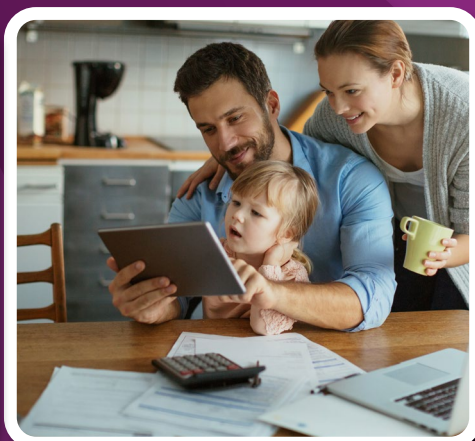




Emergency Community Response

Grant Application Form



Charity Number: 1108278

Applicant Information

Evnia's Emergency Fund provides grants to organisations working with individuals and families in financial hardship across the West Midlands.

This fund is for immediate crisis relief - Evnia will fund essential items and urgent support to prevent hardship from escalating. Within this strand, the charity will proactively prioritise underfunded categories, such as hygiene products, baby essentials, clothing and digital access, while remaining responsive to food and fuel needs where there is critical local demand or demonstrable innovation in delivery.

Organisation Details

Organisation Name:

Organisation status (Charity, CIC etc) and registered charity number (if applicable):

Organisation Address:

Website or Social media:

What does your organisation do? Please include current services and experience (Max 100 Words)

What was your organisation's total income in the most recent financial year?

Total unrestricted reserves (£):

Please provide details of your organisation's current unrestricted reserves, as shown in your most recent audited accounts or management accounts.

Governance & Safeguarding

Does your organisation have an independent governing body, e.g. trustees or directors, with at least three unrelated members where possible? If no, please explain your governance structure.
(Max 100 Words)

Does your organisation have up-to-date safeguarding policies for children and/or adults at risk? (Tick as appropriate)

Yes

No

Do you have basic financial controls in place?
(Tick as appropriate)

Yes

No

In Development

If 'yes' or 'in development', please tick all that apply:

☐ A bank account in the organisation's name

☐ At least two authorised signatories on the bank account

☐ Separation of duties (e.g. different people authorising and recording spending)

☐ Regular review of income and expenditure by trustees/directors

☐ Written financial procedures or policies

If you have ticked 'No' or 'In development', please briefly explain what controls are in place and what you are working towards. Please note if you do not have a bank account we cannot accept an application. (Max 100 Words)

Do you have appropriate data protection arrangements in place? (Tick as appropriate)

Yes

No

In Development

If 'yes' or 'in development', please tick all that apply:

A data protection or privacy policy

Secure storage of personal data (e.g. password-protected systems, locked files)

Limited access to personal data on a need-to-know basis

Processes for safely sharing data with partners where required

Awareness of GDPR responsibilities relevant to your work

If you have ticked 'No' or 'In development', please briefly explain what arrangements are in place and what you are working towards. (Max 100 Words)

Primary Contact Details

Primary Contact Name:

Email Address:

Phone Number:

Project Information

Grant amount requested (£):

Project Title:

Project timeline e.g. May-June:

Project Lead Name:

Are they a volunteer or staff member?

Does your project support people in the West Midlands? If no, we cannot fund your project. (Tick as appropriate)

Yes

No

What will this emergency funding enable you to do? You may wish to consider (Max 500 words):

- What you will do and over what timescale
- How this responds to financial hardship in line with Evnia's priorities above
- Whether this is new work or an expansion of existing activity

Why do you want to do this work? Consider: (Max 500 words):

- Why this work is needed in the West Midlands at this time (provide anecdotal evidence: quantitative and qualitative)
- Your experience delivering similar work

Whilst recognising this is emergency funding and proportionate monitoring is expected, who will you support and what will the impact be? You may wish to consider (Max 500 words):

- Who you aim to support and where
- How many people you expect to reach (estimates are fine)
- What difference this will make and how you will know
- What data will you collect to show outcomes and impact

Please provide a budget overview (estimates are accepted) including (Max 500 words):

- Cost breakdown
- How the requested amount will be spent
- Over what period of time

Do you, or anyone within your organisation involved in this application, have any actual, potential, or perceived conflict of interest with the funder's staff, trustees, or decision-makers? (Tick as appropriate)

Yes

No

If you have ticked 'Yes', please provide details:

Consent is given to use organisation name and project summary in announcements. (Tick as appropriate)

Yes

No

Document Checklist

Please ensure all additional documents are provided as listed below with your application:

Safeguarding Documents

Data Protection Documents

Governance Documents (articles/constitution)

Public Liability or Professional Indemnity

Latest Annual or Management Accounts if available

- Proof of organisational bank account
- Project budget and income/expenditure breakdown

Declaration

I confirm the information provided is accurate and consent to Evnia storing and reviewing this application for assessment purposes.

Signed for and on behalf of the Recipient Organisation:

Name:

Position:

Signature:

Date: