**For LCVS Use Only -**

Date of Allocation:

Lead Member of Staff:



**Capacity Building Enquiry Sheet**

Please read carefully and fill in all categories. (Boxes will expand when typed into).

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Your Organisation Details** | | | |
| Date of enquiry:Click here to enter a date. | | Name of organisation: | |
| Address of organisation including postcode: | | Contact name: | |
| Daytime telephone numbers including mobile: | | Contact email: | |
| What is the main aim of your organisation and primary beneficiaries ? | | | |
| **Please select the statement(s) that best describes your organisation’s legal status.**  **We’ve included the relevant type of governing document for reference.**   |  |  |  | | --- | --- | --- | | Organisation type | *Governing document type* | x | | Unincorporated Association | *Constitution* |  | | Trust | *Trust deed* |  | | Charitable Incorporated Organisation | *Constitution* |  | | Company limited by guarantee | *Memorandum & articles of association* |  | | None of the above (please provide details) | | | | | | |
| Charity number (if applicable) | | Company number (if applicable) | |
| **Please indicate if you have the following**:   |  |  | | --- | --- | | Committee/Group of organisers of at least 3 individuals |  | | Bank account in the organisations name, with at least two signatories |  | | Independently examined annual accounts (if organisation over 12 months old) |  | | | | |
| Do you have any of the following policies, please tick as appropriate  Safeguarding Child Protection Health and Safety Equal Opportunities | | | |
| Income last financial year: |  | | |
| Number. current paid staff: |  | | |
| Number of current volunteers: |  | | |
| 1. **Support Requested** | | |
| What do you need help with? | | |
| |  | | --- | | 1. **Funding**   Please complete only if you need specific funding support for a defined project | | What do you need funding for? | | Is this a new or an existing project? New Existing | | Approximately how much funding do you need? | | Would you like to be added to our mailing list to keep updated on training, events and news? | | | |

**Please return, by email to:** [**jane.peet@lcvs.org.uk**](mailto:jane.peet@lcvs.org.uk)