**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).

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| 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)       |

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| Charity number (if applicable)      | Company number (if applicable)      |
| **Please indicate if you have the following**:

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| 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) |[ ]

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| 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**
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| What do you need help with? |
|

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| 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? |

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**Please return, by email to:** **jane.peet@lcvs.org.uk**