



CHARITY / SOCIAL ENTERPRISE APPLICATION FORM

Before sending your application to Pilotlight, please ensure you have enclosed all of the information we require as detailed on the checklist below.

Return completed form and enclosures by e-mail to: -

England & Wales: london@pilotlight.org.uk

Scotland: scotland@pilotlight.org.uk

In addition, please send a signed copy of the application form, plus any of the documentation listed below which you do not have in an electronic format to: -

ENGLAND & WALES

Pilotlight London
4th Floor
9a Devonshire Square
London
EC2M 4YY

SCOTLAND

Pilotlight Scotland
Thorn House
5 Rose Street
Edinburgh
EH2 2PR

Checklist

Please make sure you have attached soft copies / enclosed hard copies of the following documents and information that comprise your application

(Please tick ✓ as applicable)

• This application form (a copy signed by Director and Chair)	
• Most recent annual report	
• Most recent signed annual accounts <i>and</i> management accounts	
• Business Plan (if available)	
• Details of your governing committee / trustees; the experience and skills of each trustee; and state whether they hold committee positions (e.g. Chair, Treasurer, Secretary).	
• Copies of any literature about your organisation which you think may help us to understand what you do	
• A chart of the staffing structure if you have one	

To ensure your application is complete

- Complete every question on the application form
- Sign and date the application form
- Take a photocopy of your application form for your own files
- Send a soft copy of your application to Pilotlight

ABOUT YOUR ORGANISATION

Name of organisation:			
Address:			
City / County:		Postcode:	
Website:			
Contact details: Please note, the applicant must be a <u>senior authorised representative</u> of the organisation			
APPLICANT'S name:			
Post held in organisation:			
E-mail:			
Telephone:			
Mobile:			
CHAIR'S name			
E-mail:			
Telephone:			
Mobile:			
Where did you hear about Pilotlight?			
If your charity is based outside of London or Edinburgh, are you willing to travel to one of these locations for monthly meetings?			YES / NO <i>(Delete as applicable)</i>
Preference: London / Edinburgh <i>(Delete as applicable)</i>			
Pilotlight works with the CEO/Director/Manager of our partner organisations (and Trustees, as appropriate). If different from the applicant, please give details below:			
Person		Role	

Legal status of your organisation *Please mark with an X and give the registered number*

Registered Charity		Number	
Limited Company		Number	
Housing Association		Number	
Friendly or Industrial & Provident Society		Number	
Date your organisation was registered / incorporated?			

REFERENCES

Please give the contact details of two referees for your organisation.

Please note that referees: -

- should have known the organisation and its Director for at least two years;
- should not be related to the Director;
- must not have been either trustees or in the organisation's employment within the past two years;
- must not be an employee of an organisation that has been paid for services by the applicant.

NB: - Receipt of satisfactory references is a requirement before the Pilotlight process can be started. Please check that your chosen referees are able to provide references on your behalf within two weeks of receipt of our request.

Referee One

Title (Mr/Mrs/Ms):		Name:	
Job title:			
Organisation:			
E-mail address: (preferred)			
Postal address:			
Tel:			

Referee Two

Title (Mr/Mrs/Ms):		Name:	
Job title:			
Organisation:			
E-mail address: (preferred)			
Postal address:			
Tel:			

May we take up references now?

YES / NO
(Delete as applicable)

ABOUT YOUR WORK

What is your mission? What work does your organisation do?

What need is it meeting?

How is it different from other providers?

Who benefits from your service?

Where are your beneficiaries from? If London based, please specify which Borough(s) you work in

Please tell us how many people use your service each year:

Please use this space to describe how your organisation tackles disadvantage in the UK

HOW PILOTLIGHT CAN HELP

Why are you applying to Pilotlight and why you are looking for this help now?

GOVERNANCE AND STAFF

Please mark with an X if your organisation has the following

A constitution / governing document	<input type="checkbox"/>	A governing committee / trustees	<input type="checkbox"/>
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How many paid employees are there in your charity / social enterprise?

Full-time	<input type="text"/>	Part-time	<input type="text"/>
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How many volunteers are there in your charity / social enterprise?

Full-time	<input type="text"/>	Part-time	<input type="text"/>
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FINANCIAL INFORMATION

Income and expenditure of your charity / social enterprise (*please specify when your financial year ends*)

LAST financial year: mm/20__ – mm/20__		CURRENT financial year: mm/20__ – mm/20__	
Total Income	£	Total Income	£
Total Expenditure	£	Total Expenditure	£
Surplus / (Deficit)	£	Surplus / (Deficit)	£

What are your main sources of income? For what period are those source of income secured?

Income source	Amount	Funding start date (if appropriate)	Funding end date (if appropriate)	What % of total income does this represent?

Have you any bids, service level agreements or grant applications etc. pending? Please list the significant sources.

Name of funder	Amount	Decision date (approximately)	Funding period

What is your current level of reserves and how many months running costs does this represent?

AUTHORISATION

Statement: To the best of my knowledge all the information that I have provided in this application form and in the enclosed documents is correct.

Signed (Director): _____

Name (please print): _____

Date: _____

Signed (Chair): _____

Name (please print): _____

Date: _____

Pilotlight - Charity Registration No. 1059660

February 2010

Scotland Charity Number: SC 038844

Pilotlight is a company limited by guarantee. Registered in England. England Registered Number: 3270679.

Registered office: Minster House, 126a High Street, Whitton, Twickenham, TW2 7LL.