

A B CHARITABLE TRUST

Online Application Form Questions

Please note this is NOT the online application form, it is simply to enable you to download the application questions in advance of filling in the online form.

Please read the questions carefully. We recommend that you prepare your answers before beginning the online application form process, and that you double check all financial figures to ensure they are accurate.

- A1** Organisation name
- A2** Organisation's full address
- A3** Please confirm that you are a registered charity
- A4** Enter your charity number
- A5** Website address
- A6** Please enter your contact name in this order – Title, First name, Last name
- A7** Contact address *(please leave blank if the same as organisation address)*
- A8** Post held in organisation
- A9** Email address *(we will only use this for communication with you regarding your application)*
- A10** Daytime telephone number including dialling code

- B1** Select the category from the drop down menu which best describes the work of your organisation
- B2** Select the geographical area in which your work takes place
- B3** Summarise your work or your project in no more than 6 words. *(Please prepare an appropriate title or concise sentence which adequately summarises your work or project)*
- B4** Please give details of the work for which you are requesting funds. *(You will have the opportunity to submit a longer document giving an overview of your work later, please give brief details of the aspect of your work which you are requesting funding for here. Note: ABCT is happy to pay for cores costs, so please don't create a project for the sake of this application, but feel free to put forward a project if you have one.)*

Please complete the next set of questions below taking the figures as applicable from your latest accounts/certified statements, signed by the auditors, and published within twelve months of the deadline you choose to submit your application (see 'Applying for a grant' page on the A B Charitable Trust website). Please take care to be accurate when copying the figures from your accounts/certified statements:

- C1** Amount requested
- C2** What is the date of your latest audited accounts? (DD/MM/YY)
- C3** Income (*what were the total income resources as shown in your last set of accounts?*)
- C4** Expenditure (*what were the total resources expended as shown in your last set of accounts?*)
- C5** Surplus/deficit (*If this is a deficit please use a minus sign*)
- C6** Net current assets (*what were the net current assets as shown in your last set of accounts?*)
- C7** Fixed assets (*what were the fixed assets as shown in your last set of accounts?*)
- C8** Unrestricted reserves (*calculated as net current assets minus restricted reserves as shown in your last set of accounts*)
- C9** Number of employees (*please give full time equivalent*)
- C10** Number of volunteers
- C11** What is the average salary of your employees (*the cost of salaries excluding Employer's National Insurance/Social Security costs, divided by the number of full time equivalent employees*)
- C12** Please enter the top salary band for your organisation (*eg £XX,000 - £XX,000*)
- C13** Funding from government/local authority (*how much did you receive from government sources as shown in your last set of accounts?*)
- C14** Other funders (*please provide the names of up to five of your main non-government funders. e.g. trusts and foundations*)
- C15** If you would like to give us any additional information, please use this box
- D1** Please provide an overview of your work/proposal (*using a maximum of 1200 words - up to 2 sides of A4, point size 12 - and including, for example, background, aims and objectives, activities and achievements. The summary should be uploaded here in Microsoft Word format. Click on the browser button to select your document, then click the Send File box on the application form – you will be prompted when your file has been successfully sent*)

Submitting the online application form

Please note that when you have completed 'Application Form Page 4', you have to click on the 'review' button which gives you the opportunity to check what you have written. To submit the form, please click on the 'complete button' at bottom right hand of the review page.