

Loan enquiry summary

[Business](#), [Organization](#)



LOAN ENQUIRY SUMMARY PLEASE USE BLOCK CAPITALS Please complete and return this form to: The Charity Bank Ltd 194 High Street TONBRIDGE TN9

1BE This form can be completed in a compatible word processing

programme. A separate form is available on the web site in a pdf format if

you would prefer to complete the details by hand. PROPOSED NEED

APPLICANT Name of organisation Charity number Company / i&ps, cic

number (where applicable) Legal form (eg trust, association, company

limited by guarantee, i&ps, cic number) Address Post code Name of contact

person Position of contact (e. g. trustee, chair, director, fund-raiser,

treasurer etc.) Telephone Fax E-mail address Website (if any) Best contact

time: Local authority name Amount needed To be repaid in (years, month)

Date you need the commitment by: Date you need the funds by: Short

description of how loan or guarantee is to be used, together with an outline

of additional funds/own funds committed to the requirement. Do include your

own “ sweat equity" contribution e. g. redecoration using own labour

Location of project (if different from address above) . Sources and timing of

repayment . How/where did you hear about Charity Bank? Who are your

main funders? Amount Until ALTERNATIVE FUNDING Name of your

bank/building society: Name of account: Sort code: Account number: Has the

bank been approached? Yes No (please tick as appropriate) If no, why

not? If yes, what did they say? Name and address of your organisation's

solicitors: Post code: Name and address of your auditor (if audited): Post

code: Brief description of your organisation's work (if not covered elsewhere)

| I certify that the information supplied with this application is correct to the

best of my knowledge | | | | Name: | | | | | | | Signature: | | | | Position within

organisation | | | Charity Bank information and communications Charity Bank has a policy of full transparency regarding loans and use of funds. Following a successful loan application, we would normally list your charity, the work it does and the nature of the loan on our web site and in printed material. We may also wish to use your charity as an example of excellence in charitable activity in our communications material.

Please tick if you do not want us to mention your organisation.

IMPORTANT ADDITIONAL DOCUMENTATION AND INFORMATION REQUIRED The following information, where relevant, should accompany your application and be sent to Charity Bank. We will make every effort to process your application as rapidly as possible and we are aware of the amount of work you have put into it. However, failure to enclose the information listed below will result in unfortunate delay. We know every case is different, and this list should be taken as indicative of the information we need to assess your application. Tick box when enclosed

- Business/Development plan (if available and appropriate)
- Last 3 years' audited, or other, accounts
- Short CV's of key personnel, all Trustees and all Directors, to include the length of current service and their background skills/experience
- A certified copy of the Memorandum and Articles of Association and Certificate of Incorporation, or Trust Deed, or equivalent

NB Incorporated organisations must have the ' Power to Borrow' and, where necessary, ' To Charge Assets'. Unincorporated organisations may have general powers but will need a specific power to charge assets where appropriate.

- Financial projections for the current and next financial year, including cash flow forecasts and annual budgets
- Internal management accounts for the financial year to date
- Copies of Bank/Building Society

statements for the last three months for all accounts held o A copy of the most recent Annual Report o Fundraising plan/strategy, and/or fundraising appeal brochure, where appropriate o Valuation of property, if available/applicable. Please also provide the full postal address of the property to be acquired and/or charged where appropriate. o Evidence of legal form Companies limited by share capital: Certified up-to-date copies of Memorandum and Articles of Association, and Certificate of Incorporation, to be certified by the company secretary. - Companies limited by guarantee with charitable status: Certified up-to-date copies of Memorandum and Articles of Association, and Certificate of Incorporation to be certified by the company secretary - Charitable Trust/Charitable unincorporated association: Copy of Trust Declaration/Deed, Constitution - Industrial and Provident Association: Copy of Rules, and of registration or equivalent with Registrar of Friendly Societies: copy of letter to Inland Revenue acknowledging charitable status - Housing Association: Verification of registration with the appropriate body such as Registrar of Friendly Societies and with the Housing Corporation - Local action/voluntary group, unincorporated societies: Copy of membership rules and constitution In every case: The organisation should be able to produce either a copy of its registration with the Charity Commission or, if it is exempt from registration (for example an Industrial and Provident Society), confirmation that it is recognised as a charity. A Social Firm should include its Memorandum and Articles of Association which should confirm its Charitable Objectives and that any profits are either retained or distributed solely for charitable purposes. Data Protection Charity Bank and other organisations in which Charities Aid Foundation has a majority stake (the

family) will use your information to provide the charitable products / service you have requested. We will not disclose your information to any outside organisation except as part of providing that product / service or when legally advised to do so. From time to time the family may offer you other products or services or invite you to events that may be of interest to you. o Please tick here if you do not wish to be contacted. ----- [pic]