

Financial information guidance

When completing your application for a small grant, please note the definitions of the following financial terms.

Income

Voluntary Income: Grant income from other organisations, foundations, grant makers, or legacies and individual donations that are not part of fundraising efforts.

Statutory Income: Income (including contracted services) or grants given by a Government body or organisation for example Local Authorities, local Councils, NHS or Arts Council

Lottery Income: Income/grants received from lottery organisations such as the Big Lottery Fund, the People's Post Code Lottery, and the Health Lottery.

Fundraising: Donations raised through events and fundraising efforts, such as raffles and lotteries, bucket collections, dinners and sponsored events

Membership: Any subscriptions or fees charged to become a member of the charity/organisation

Product Sales and Fees: Any income received from the sale of charity goods or services, not including those for fundraising efforts such as merchandise.

Investment: Any income received from bank interest or resulting from fund or other investments

Other: Any income that does not fit into the categories above. Please detail what this income is from

Expenditure

Charitable Purposes: Any funds spent on providing services directly to the beneficiaries, such as therapist's salary costs, rent of premises to provide services, cost of equipment etc.

Fundraising/Publicity: Any funds spent on efforts to raise funds or publicise the charity and its services

Management/Administration: Any funds spent on governance and back office required to keep the charity running

Reserves

Restricted Reserves: Funds set aside to be used for a specific purpose set by the grantor of the funds, e.g. project funding or donation made towards a particular purpose

Unrestricted Reserves: Funds held by the charity that are not for a specific purpose.

Fixed Assets: These include the value of land, buildings and equipment. IF included in the Unrestricted Reserves figure on your accounts, please deduct.

Designated Reserves: Funds set aside internally by the trustees of the charity for a particular purpose, including but not limited to a particular project or winding up costs, or essential future spending.