

## 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.