



## 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: [london@pilotlight.org.uk](mailto:london@pilotlight.org.uk)

Scotland: [scotland@pilotlight.org.uk](mailto:scotland@pilotlight.org.uk)

Wales: [cymru@pilotlight.org.uk](mailto:cymru@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

Pilotlight London  
3<sup>rd</sup> Floor  
6 Devonshire Square  
London  
EC2M 4YE

### SCOTLAND

Pilotlight Scotland  
Thorn House  
5 Rose Street  
Edinburgh  
EH2 2PR

### WALES

Pilotlight Cymru  
Temple Court  
13A Cathedral Road  
Cardiff  
CF11 9HA

### Checklist

Please make sure you have enclosed / attached 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

**Contact details:** *Please note, the applicant must be a senior authorised representative of the organisation*

<b>Name of organisation:</b>	
<b>Applicant's name:</b>	
<b>Post held in organisation:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Telephone:</b>	
<b>Fax:</b>	
<b>Mobile:</b>	
<b>E-mail:</b>	
<b>Website:</b>	

<b>Where did you hear about Pilotlight?</b>	
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<p>If your charity is based outside of London, Edinburgh, Glasgow, Aberdeen, or Cardiff, are you willing to travel to one of these locations for monthly meetings?</p> <p style="text-align: center;"><b>Preference:</b> London / Edinburgh / Glasgow / Aberdeen / Cardiff</p>	<p><b>YES / NO</b> (Tick as applicable)</p>
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<b>Who from your organisation's board or staff will provide leadership for the work with Pilotlight? What is their role in their organisation?</b>			
<b>Person</b>		<b>Role</b>	

<b>Legal status of your organisation.</b> Please mark with a <b>X</b> and give the registered number			
<b>Registered Charity</b>		<b>Number</b>	
<b>Limited Company</b>		<b>Number</b>	
<b>Housing Association</b>		<b>Number</b>	
<b>Friendly or Industrial &amp; Provident Society</b>		<b>Number</b>	
<b>Date your organisation was registered / incorporated?</b>			

## 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

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

### Referee Two

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

**May we take up references now?**

YES / NO

## **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? What area do you cover?**

**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 employees are there in your charity / social enterprise?

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

Full-time	<input type="checkbox"/>	Part-time	<input type="checkbox"/>
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## 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.