



# Loan Application Form

Please type or use **BLOCK CAPITALS** when completing this form.

Organisation name

Your organisation's Charity Number

Address

  
  


Postcode

Telephone

Fax

E-mail

Website

Legal status (tick one box)

- Registered Charity
- Charity awaiting registration
- Charity registered with the Inland Revenue
- Charity exempt from registration
- Other, please specify

Have you applied to the Foundation previously?

- Yes  No

If yes, please quote the application number

Contact name (Mr/Mrs/Miss/Ms)

Daytime  
telephone

Post held

Are you working to any other deadlines?

- Yes  No

What is the date of the deadline, and why?

Project name



Amount required and term of the loan

Description of purpose for which you are seeking finance, together with an outline of other funds committed to the purpose

  
  
  


How soon do you expect to start?



Brief description of your organisation's work, if not covered elsewhere


Please indicate the local authority areas to which your project will apply


Sources and timing of repayment


Alternative sources of finance: Name of your bank/building society

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Has the bank been approached?

Yes

No

If no, why not?


If yes, what did they say?


Name and address of your organisation's solicitor


Postcode

Telephone

Contact name

Name and address of your organisation's auditor (if audited)


Postcode

Telephone

Contact name

Signature of Chairperson or Treasurer

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Print name

Date

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## Checklist

**Before sending your application form, please check that you have assembled the right materials and that you have completed the correct application form.**

- A business or development plan (if available and appropriate).
- A fundraising plan or strategy, and/or fundraising appeal brochure, where appropriate.
- Last three years' audited, or other, accounts.
- Short CVs of key personnel, all trustees and directors, including their length of service and their background, skills and experience.
- A certified copy of the memorandum and articles of association and certificate of incorporation, or trust deed, or constitution. (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.
- A copy of the most recent annual report.
- A valuation of property, if available and applicable. Please also provide the full postal address of any property to be acquired and/or charged where appropriate.
- Insurance certificates for public and employee indemnity insurance (where appropriate).

**Please return your completed Loan Application to:**

**Northern Rock Foundation  
The Old Chapel  
Woodbine Road, Gosforth  
Newcastle upon Tyne NE3 1DD**

## FOR OFFICE USE ONLY

Date received	Tax status
Loan officer	Programme area
Geographic code	Request number