# Annex A - Financial Template to Calculate Award Amount

Income/Receipts Calculation A[[1]](#footnote-1)[[2]](#footnote-2)

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|  | **Pre COVID**  **Financial Position**  **01/04/2019**  **-**  **30/11/2019** | **Pre COVID**  **Financial Position**  **01/12/2019**  **-**  **31/03/2020** | **Actual Financial Position**  **01/04/2021**  **-**  **30/11/2021** | **Projected Financial Position 01/12/2021**  **-**  **31/3/2022** | **Explain the key differences between the periods** |
| Confirmed grant income | £ | £ | £ | £ |  |
| Donations/ Fundraising | £ | £ | £ | £ |  |
| Trading/ Earned income including contracts | £ | £ | £ | £ |  |
| COVID 19 grant funding including furloughed staff income | **Not relevant for this period** | | £ | **Not relevant for this period** |  |
| Rebates and repayments |  | |  |  |  |
| Miscellaneous (this should be 10% or less than the total) | £ | £ | £ | £ |  |
| Other (tell us what this is) | £ | £ | £ | £ |  |
| **Total** | **£** | **£** | **£** | **£** |  |

Expenditure Calculation B

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Pre COVID**  **Financial**  **Position**  **01/04/2019**  **-**  **30/11/2019** | **Pre COVID**  **Financial Position**  **01/12/2019**  **-**  **31/03/2020** | **Actual**  **Financial Position**  **01/04/2021**  **-**  **30/11/2021** | **Projected Financial Position 01/12/2021**  **-**  **31/3/2022** | **Explain the key differences between the periods** |
| Staff Costs  including salaries, employer costs, travel and staff training costs | £ | £ | £ | £ |  |
| Redundancy Payments | £ | £ | £ | £ |  |
| Rent and Overheads  including heat, light, water, insurance, rates | £ | £ | £ | £ |  |
| Operational Costs  Including grant related expenditure, service delivery costs, postage, printing, telephone, TV licence |  |  |  |  |  |
| Cleaning and Maintenance |  |  |  |  |  |
| Charges and Fees  including bank charges, subscriptions |  |  |  |  |  |
| Other (provide details) |  |  |  |  |  |
| **Total** | **£** | **£** | **£** | **£** |  |

Financial Need Calculations (Difference between A - B)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Pre COVID**  **Financial Result**  **01/04/2019**  **-**  **30/11/2019** | **Pre COVID**  **Financial Result**  **01/12/2019**  **-**  **31/03/2020** | **Actual Financial**  **Result**  **01/04/2021**  **-**  **30/11/2021** | **Projected Financial Result 01/12/2021**  **-**  **31/3/2022** |
| Total Need  **Difference between**  **Calculation A & Calculation B** | £ | £ | £ | £ |
| % of total need in relation to your annual turnover pre Covid | £ | | £ | |

Confirm the Grant that you need to reduce or eliminate the COVID related operating deficit. This will be the deterioration of your 2021-22 financial result from your 2019-20 financial result from the calculation above, up to a maximum of your 2021-22 deficit.

Covid-related Operating Deficit for 2021-22

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| --- | --- | --- | --- | --- | --- |
| **Reserves** | **Actual at 1 April 2021** | | **Projected at 31 March 2022** | |  |
|  | **Restricted** | **Unrestricted** | **Restricted** | **Unrestricted** |
| Reserves total | £0.00 | £0.00 | £0.00 | £0.00 |
| Estimated 6 month reserves (assumed at half of 2019-20 costs) |  | | £0.00 | |  |
| Required Reserves as per Reserves Policy (if different from 6 months) |  | | £0.00 | |  |
| **If you have more than 6 months unrestricted reserves at the 31 March 2022, you should not expect to receive any funding.** | | | | |
| **Please add any relevant notes here that you wish the assessor to take into account (continue notes on the next page as needed):** | | | | |  |
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1. Organisations operating cash accounting should use their receipts and payments figures to complete the template.= [↑](#footnote-ref-1)
2. Where the organisation did not exist for a full year pre-COVID, include any partial year figures for 2019-20 with appropriate notes. [↑](#footnote-ref-2)