

Before you get started, have these documents handy:

- Your full year accounts for the financial year ending 2019 And 2020
- Your actual financial position from 1 April 2021 to 30 September 2021
- Your projected budget or plan for 1 October 2021 to 31 March 2022
- Copy Photo ID & Proof of Address for two Trustees/Directors and a Key Contact (if not a Director/Trustee)
 - **Photo ID** - These include *Passport, Driving Licence, Electoral Card, Original birth certificate, Firearms or shotgun certificate etc.*
 - **Proof of Address** – *Current UK / Ireland driving licence (but only if not used for the name evidence), Utility Bill (within 3 months), Bank/Building Society/Credit Union statement or passbook, Original Mortgage Statement from a recognised lender, Home or Motor insurance certificate, HMRC or Revenue self-assessment statement or tax demand etc.*

Your Financial Position from 1 April 2019 to 31 March 2020

Please provide the details in this form to reflect your organisation's financial position before COVID began.

Your Financial Position from 1 April 2021 to 31 March 2022

- Fill in this form to record the financial challenges that COVID has caused. This year is broken into two periods (April 2021–September 2021 & October 2021–March 2022).
- You should assume that the COVID restrictions remain unchanged from those in place on the date the scheme was launched.
- You will present details of your actual operating experience for the first six month period from April 2021 to September 2021. The end of the first six-month period will establish whether your organisation has a deficit at that point.
- For the second six month period, you will need to make informed projections based on previous operating experience. If at first point (September) deficit is recorded, the second six months projections will show whether it is likely that deficit can be reduced or eliminated by the end of March 2022.
- You must confirm your final outturn deficit position as soon as practicable after the end of the financial year.

COVID Recovery Programme – Guidance Notes for Completing Financial Template

People who hold positions of trust within sectoral organisations and their professional advisors must exercise best judgement based on previous operating experience, taking appropriate account of normal seasonal trends that could improve or deteriorate finances.

You must retain all evidence used to support the claim for operating deficits until March 2025, as the Department reserves the right to carry out post payment audits to validate the accuracy of the information provided.

How to fill in the ‘Explain the key differences’ columns

Overall, we are looking to assess how COVID has affected your finances. This column offers an opportunity to provide some brief narrative to help explain the difference over the different periods, to provide insights to assist the delivery partner in assessing your application. This includes the receipt of Covid related grant funding.

You might want to ask someone in your organisation for help

You might want to work on this with whomever helps your organisation manage its finances. This could be a finance manager, one of your office bearers, your treasurer, or someone else in your organisation.