

**Top-up Application Form**

**Version 1.1, published 16/10/2025**

**This form is for use by social investors, grant providers and other intermediaries wishing to apply for money to fund or support charities and social enterprises. If you are a charity or social enterprise seeking social investment for your own organisation, please visit** [**goodfinance.org.uk**](https://www.goodfinance.org.uk/)**.**

This form is for use by existing Access partners wishing to apply for a standalone top-up to an existing (live or recently closed) fund. Please read our Application Stages Guidance document and/ or speak to your Access Relationship Manager first to check that this application route is suitable for you. If you are looking to apply for money for any other purpose now, either alongside or instead of a top-up, please complete the Stage 1 and Stage 2 Application Form instead. All documents are available to download [here](https://access-socialinvestment.org.uk/what-we-do/2025-dormant-assets-release).

We assume that in most cases, partners using the Top-up application form will be looking to submit their top-up application as the equivalent of a “Stage 2” application – i.e. that you are submitting a final-stage application for decision\*. If, however, you are wanting to submit this as the equivalent to a “Stage 1” application first – to seek feedback/ steer from our Investment Committee rather than a decision at this stage – please ensure that your Relationship Manager is aware of that. Please then tell us – either in this application form or by speaking to your Relationship Manager – what specific steer you are seeking from the Investment Committee.

\*Please note that this does not guarantee you an immediate decision, as our IC may choose to delay or defer your application.

Please read the [Investment Policy](https://access-production.lon1.cdn.digitaloceanspaces.com/uploads/2025-DA-release/Investment-Policy-for-publication-final.pdf#asset:23040@1:url) carefully before completing a Top-up application. Please note that we will assess your top-up request in terms of its strategic fit to this policy, **not** the policy of the programme that you originally launched your fund under.

Please refer to the Top-up Application Guidance (available [here](https://access-socialinvestment.org.uk/what-we-do/2025-dormant-assets-release)) whilst completing this form.

In many of the questions, this form asks you to tell us only if information has **changed** since your original/ most recent application for the fund in question. If you are unsure what information Access currently holds about your fund, please speak to your Relationship Manager who would be happy to help.

**Top-up Application Form**

**Section 1: Applicant’s details**

|  |  |
| --- | --- |
| Lead organisation name |  |
| Primary contact person name |  |
| Date application submitted |  |
| Total grant amount requested as a top-up |  |

**Section 2: Current fund**

|  |
| --- |
| **Question 2.1: Please briefly state:** * **which fund you are applying for a top-up for**
* **which Access programme that fund sits under (if applicable)**
* **whether the fund is currently live (deploying) or, if not, when it closed or paused.**
 |
| *(Please type your answer to the above questions here. Please expand answer boxes as required)* |

**Section 3: Target market**

**Question 3.1: Please complete the following table about your target market.**

|  |  |
| --- | --- |
| Approximately how many more charities and social enterprises will be funded or supported as a result of the top-up?  |  |
| What do you anticipate will be the median turnover of your investees funded through the top-up?  |  |

|  |
| --- |
| **Question 3.2: Please refer back to what you told us about your target market in your original fund application and tell us:** * **has your fund operated as you originally planned in this regard?**
* **are you proposing changes to any aspect of your target market going forward?**

If you are not proposing any changes with regard to target market, you may leave this question blank.  |
| *(Please type your answer to the above questions here. Please expand answer boxes as required).*  |

|  |
| --- |
| **Question 3.3: Please tell us about how you ensured that your fund reached, and was accessible to, underserved groups to-date. Has the fund to-date been as successful as you had originally hoped in this regard? Is there anything that you will do differently going forward to build on this further?**  |
| *(Please type your answer to the above questions here. Please expand answer boxes as required).*  |

|  |
| --- |
| **Question 3.4: In line with the Government’s Dormant Assets Strategy, Access must ensure that at least £10.8m of grant is used to support at least 400 charities and social entities that support Youth Outcomes (please see application guidance for ‘youth’ definition’). It is not expected that all proposals will contribute to this target. However, if yours will, please tell us how.** **Please only include any contributions to this target which would occur after the proposed top-up.**  |
| *(Please type your answer to the above questions here. Please expand answer boxes as required).*  |

**Section 4: Products**

**Question 4.1: Please tell us which product(s) you are proposing to deliver. Please tick all that apply.**

|  |
| --- |
| **Product categories** |
| **Blended finance** | **Enterprise grants** | **Pre and post investment support** |
| Term loan – fully repayable |  | Match trading grant |  | Feasibility stage (grant) |  |
| Term loan with grant – partially repayable |  | Other incentivised grant |  | Feasibility stage (direct support) |  |
| Quasi-equity |  | Enterprise grant - other |  | Investment readiness (grant) |  |
| Equity – community shares |  |  | Investment readiness (direct support) |  |
| Equity – other |  | Post-investment (grant) |  |
| Repayable – other |  | Post-investment (direct support) |  |

|  |
| --- |
| **Question 4.2: Please tell us:** * **if any aspect of your product(s)** **has already changed since your original fund application?**
* **if you are proposing any new changes to your product(s) as a result of this top-up**

**If you need to tell us about any changes, please refer to the guidance document for guidance on what details we require.**  |
| *(Please type your answer to the above questions here. Please expand answer boxes as required).*  |

**Section 5: Proposal size & structure**

**Question 5.1: Please complete the table below.**

|  |  |
| --- | --- |
| ***Additional Access grant sought for top-up*** | *£* |
| ***Breakdown of requested top-up grant by purpose****(e.g. £x operating cost subsidy; £x loss later; etc.)* |  |

**Question 5.2: Please complete the table below.**

|  |  |
| --- | --- |
| ***Existing co-funding received for fund*** |  |
| ***New co-funding raised/ to be raised for top-up*** | *£* |
| ***Breakdown of NEW co-funding, if applicable, by source, type and status*** |  |

**Question 5.3: Please complete the table below.**

|  |  |
| --- | --- |
| ***Total ADDITIONAL funding to be deployed to charities and social enterprises as a result of top-up*** | *£* |
| ***Breakdown of ADDITIONAL deployment by product type (if applicable)*** |  |
| ***Length of deployment period EXTENSION due to top-up (if applicable)*** |  |

|  |
| --- |
| **Question 5.4: Please tell us:** * **Has there been any change to legal entity/entities which Access would be putting grant into?**
* **If we approve your top-up request, is there any barrier (from your perspective) to us potentially executing this as a simple variation/ extension to your existing grant agreement for your fund?**
 |
| *(Please type your answer to the above questions here. Please expand answer boxes as required).* |

|  |
| --- |
| **Question 5.5: Are you proposing any CHANGES with regard to:** * **The specific role(s) that the grant will play in your fund**
* **How the grant will flow and be drawn from Access**
* **The extent to which you do, or don’t, currently have fungibility between some or all of the grant types (e.g. Grant A/B/C or similar)?**

If you are not proposing any changes, you can leave this question blank.  |
| *(Please type your answer to the above questions here. Please expand answer boxes as required).*  |

|  |
| --- |
| **Question 5.6: Are you proposing any CHANGES with regard to your co-funding? Including:** * **Source(s) of co-investment?**
* **Any key grant to co-investment ratios?**
* **Key terms of co-investment (e.g. the interest rate being charged to you)?**
* **The nature or structure of the co-investment (e.g. first-loss vs guarantee)?**

If you are not proposing any changes, you can leave this question blank. |
| *(Please type your answer to the above questions here. Please expand answer boxes as required).*  |

|  |
| --- |
| **Question 5.7: We expect there to be significant over-demand for the amount of funding that we have available. In the event that we are able to offer you some funding, but less than you have asked for, what would this mean for your top-up proposal?**  |
| *(Please type your answer to the above questions here. Please expand answer boxes as required).*  |

For blended finance top-ups, please also complete **Appendix 1**.

**Section 6: Delivery**

|  |
| --- |
| **Question 6.1: Are you proposing any CHANGES with regard to:** * **How you will support applicants and investees/ grantees through the customer journey?**
* **The people and governance structures that will be involved in your delivery and decision making?**
* **Any delivery partners that you have worked/ will work with?**
* **How you ensure that your fund adheres to Additionality and Subsidy Control requirements?**

If you are not proposing changes to any of the above, you can leave this question blank.  |
| *(Please type your answer to the above questions here. Please expand answer boxes as required).* |

|  |
| --- |
| **Question 6.3: Please tell us about any changes to your organisational composition and activities in relation to Equity, Diversity & Inclusion since your original application for this fund (or since your most recent application to Access, if preferred). What progress have you made in this area and/ or what progress are you still looking to make?**  |
| *(Please type your answer to the above questions here. Please expand answer boxes as required).* |

|  |
| --- |
| **Question 6.4: Please tell us about your operating costs for delivering this fund top-up, including:** * **What are your total operating costs for delivering the top-up**
* **Are you making any changes to the relative amount – or the method for calculating – operating costs for the top-up compared to the original fund?**
 |
| *(Please type your answer to the above questions here. Please expand answer boxes as required).* |

**Section 7: Readiness to proceed**

|  |
| --- |
| **Question 7.1: If this application is supported by our Investment Committee, what needs to happen before you are ready to sign a variation to your existing grant agreement, or enter into a new grant agreement with Access, and start to utilise the new funding? How long do you anticipate those steps will take?**  |
| *(Please type your answer to the above questions here. Please expand answer boxes as required).* |

|  |
| --- |
| **Question 7.2: Is there anything that Access can do to help with any of your next steps?**  |
| *(Please type your answer to the above questions here. Please expand answer boxes as required).* |

**Section 8: Track record & ambitions**

|  |
| --- |
| **Question 8.1: How has your fund performed to-date against its:** * **Deployment targets**
* **Key Performance Indicators (KPIs)**
* **Any other key targets, metrics or aims agreed upfront**
 |
| *(Please type your answer to the above questions here. Please expand answer boxes as required).* |

|  |
| --- |
| **Question 8.2: With reference to Appendixes 1 and 2 of our Investment Policy (taken from Access’s strategy), how will topping up your fund:** * **contribute to our overall vision for the ecosystem (IP Appendix 1)?**
* **address some or all of the six ‘current challenges’ identified in our Theory of Change (IP Appendix 2)?**
 |
| *(Please type your answer to the above questions here. Please expand answer boxes as required).* |

|  |
| --- |
| **Question 8.3: Please tell us the extent to which the delivery of your fund to-date has supported your own organisational resilience, and the extent to which the continuation of the fund through a top-up would do so.** We want to understand the extent to which it has, or has not, done so, to help us to better support partners. You will not be penalised if it has not.  |
| *(Please type your answer to the above questions here. Please expand answer boxes as required).* |

|  |
| --- |
| **Question 8.4: Please tell us:** * **If you gave us a residual grant projection as part of your original fund application, if/ how will that change as a result of this top-up?**
* **If any residual grant in your fund has already been realised, what have you used it for/ what are you planning to use it for?**
 |
| *(Please type your answer to the above questions here. Please expand answer boxes as required).* |

|  |
| --- |
| **Question 8.5: Please tell us:*** **what you consider to be the main success-determining factors for your top-up**
* **what you consider to be the biggest risks to the successful delivery of your top-up, and how you intend to mitigate and manage these**
* **any support or flexibilities you think Access could provide during the delivery period to help ensure the success of your top-up**
* **is this top-up application the only application that you currently expect to submit to Access under our current Investment Policy, or are you planning to submit any further (top-up and/ or new) applications over the coming months or years?**
 |
| *(Please type your answer to the above questions here. Please expand answer boxes as required).* |

**Section 9: Anything further**

|  |
| --- |
| **Question 9.1: Is this the only application that you currently envisage submitting to Access under our 2025-29 Dormant Assets funding? If not, please provide brief details of any other applications you may submit, including expected quantum.**  |
| *(Please type your answer to the above questions here. Please expand answer boxes as required).* |

|  |
| --- |
| **Question 9.2: Is there anything else that you would like to tell us?**  |
| *(Please type your answer to the above questions here. Please expand answer boxes as required).* |

**Appendix 1: Blended finance financial model & scenario analysis**

Please complete this section if you are applying for a top-up to a **blended finance fund**.

Please see the Top-up application guidance document for guidance on the scenarios.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | ***BASE CASE*** | ***Scenario 1*** | ***Scenario 2*** | ***Scenario 3*** | ***Scenario 4*** |
| ***Deployment period length (yrs)*** |  |  |  |  |  |
| ***Run-off period length (yrs)*** |  |  |  |  |  |
| ***Total investment deployed*** |  |  |  |  |  |
| ***Co-investor return (e.g. IRR or MM – please specify)*** |  |  |  |  |  |
| ***Total operating costs*** |  |  |  |  |  |
| ***Expected default rate (%)*** |  |  |  |  |  |
| ***Expected residual funds/ residual grant remaining at end of fund***  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |