**Glenkerie Community Fund **

Small Grant Application Form: for grants from £250-£2,000

All sections of this form must be completed. The text boxes will expand as you type. Please refer to the Fund Factsheet at:<https://www.foundationscotland.org.uk/programmes/glenkerie>

If you have any questions about this form or the Fund call 01557 814927.

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| **Section 1: Your contact details** |
| **1.1 Name of Organisation:***Please state the name of your organisation as it appears on your constitution (or governing document or set of rules). We can only consider applications from constituted organisations.* |       |
| **1.2 Main Contact:***State the name of the person within your organisation who is available to provide further information about your grant request and your organisation.* |       |
| **1.3 Position:***What position does the main contact hold in the organisation, either as a volunteer on the management committee or a member of staff?* |       |
| **1.4 Telephone number (main):** |       |
| **1.5 Telephone number (alternative):** |       |
| **1.6 Email address:** |       |
| **1.7 Organisation Website and/or Facebook:** |       |
| **1.8 Your organisation’s address including postcode:***Let us know the fixed address of your organisation.* |       |
| **1.9 Correspondence address for this application, including postcode (if different from above):***If you prefer correspondence to be sent to a more convenient address, please let us know, e.g. this might be the home address of the main contact.* |       |

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| **Section 2: About your organisation** |
| **2.1 When was your organisation established?***State the month and year in which your organisation was formally constituted.* | **Month** |       | **Year** |       |
| **2.2 What is your organisation’s legal structure?****Check the boxes as appropriate and provide any registration numbers:***Please ensure the governing document you send us is the most up-to-date version, as adopted by the organisation. If you are unsure whether your organisation is eligible to apply, contact us for advice via the number at the top of this form.* | **Registered Charity. If yes, please provide your Charity Number.** | [ ]  |
| **SC0**      |
| **SCIO. If yes, please provide your Company Number.** | [ ]  |
| **SC0**      |
| **Limited company. If yes, please provide your Company Number.** | [ ]  |
| **SC**      |
| **Community Interest Company, If yes, please provide your Company Number** | [ ]  |
| **SC**      |
| **Unincorporated (Voluntary) Club or Association** | [ ]  |
| **Other – please specify** | [ ]  |
|       |
| **2.3 How many of the following are involved in the organisation (numbers)?*** ***Staff****: Part-time staff work 16 hours or less each week, full time are those who work more than 16 hours each week.*
* ***Management committee:*** *your organisation must have at least 3 un-related management committee members to be eligible.*
* ***Volunteers:*** *this number should not include voluntary management committee members.*

***Members:*** *where your governing document provides for membership.* | **Full time staff** |       |
| **Part time staff** |       |
| **Board/Management Committee** |       |
| **Volunteers** |       |
| **Members** |       |
| **2.4 Briefly describe the purpose of your organisation, outlining the main activities and services it provides.** |
|       |
| **2.5 Describe who benefits from the work of your organisation and how.** |
|       |
| **2.6** **On average, how many people benefit directly from the work of your organisation per week, month or year?** |
|       |

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| **Section 3: Your financial details** |
| Please include a **copy of a bank statement** from the last three months and your most recent approved annual accounts that have been **independently inspected and signed by a suitably qualified person**. Further guidance is available on our website: <https://www.foundationscotland.org.uk/grants-and-funding-for-organisations/advice/> |
| **3.1 What was your total income last accounting year?***Include all income, i.e. grants, fundraising, sales, etc. This figure should match the total income figure stated in the accounts you provide.* | **£**      |
| **3.2 What are your current unrestricted reserves?***Unrestricted reserves are funds held for the general purposes of the organisation. Restricted reserves are provided by a funder or donor for a particular purpose*.  | **£**      |
| **3.3 Why can these unrestricted reserves not be used for this project?***Tell us if your organisation has ring-fenced any of its unrestricted reserves and why.* |       |
| **3.4 Please state the name and position of the independent person who has examined your accounts.***This should be someone with no connection to the organisation but who is familiar with financial record keeping of a similar level of complexity (e.g. the treasurer of another group, a bank manager or accountant or someone retired from these positions, a community support worker, etc.).* |       |
| **3.5 Bank account name:***Provide the exact name in which your account is held (as it is shown on your bank statement). The account name should match the name on your governing document.**Groups must have at least two unrelated people authorised to approve spend from their account, whether by cheque or electronic transfer. If this is not the case, we may not be able to award a grant*. |       |
| **3.6 If your bank account name is not the same as the name of your organisation, we may not be able to make a grant.  If it is different, please state the reason why.** |       |

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| **Section 4: Your project** |
| **4.1 Provide a brief description of the project you are applying for and how it will be run.** |
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| **4.2 What difference will your project make to the people involved and how will you know?***Describe briefly the changes it will bring about for people involved. Please also explain how you will know if the project is making a difference.* |
|       |
| **4.3 How many people will benefit directly from the project? Please tell us how you have worked this out.***Provide a realistic estimate of those that will directly benefit from the project to which your application relates, e.g. “60 will benefit in total – this was calculated based on 20 people attending the training course which will be delivered in 3 blocks over the course of the year.”* |
|       |
| **4.4 Tell us how you know this project is needed.***Tell us how you have identified the need for your project. Include details of how you have discussed the project with potential beneficiaries and the wider community and/or how it links to any local community action plan, if there is one.* |
|       |
| **4.5 Which community council area(s) will the project benefit? Tick all that apply.** |
| [ ]  | Tweedsmuir |
| [ ]  | Broughton |
| [ ]  | Drumelzier |
| [ ]  | Coulter |
| [ ]  | Manor, Stobo & Lyne |
| [ ]  | Biggar |
| [ ]  | Symington |
| [ ]  | Roberton |
| [ ]  | Lamington |
| [ ]  | Wiston |
| [ ]  | Skirling |
| [ ]  | Other; please state       |
| **4.6 When is the expected start and end date of the project?***Refer to the Fund Factsheet to be aware of the timescale for receiving a decision on your application. We do not fund retrospectively, so please ensure you submit your application well in advance of your project start date.* |
| **Start:**       | **End:**       |

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| **Section 5: Your grant request** |
| **5.1 How much are you requesting?***This is the amount of money you are requesting from the Fund and may not necessarily be the total cost of your project. Please refer to the Fund Factsheet for information on how much you can apply for.* | £      |
| **5.2 What is the total cost of the project?***Provide the total cost of all the expenditure required to deliver the project. This total cost may be different to the value of the grant you are requesting.* | £      |
| **5.3 How much of the total project cost have you secured so far?***This should include all fundraising and grants or other income secured to date in relation to the project you are applying for.* | £      |
| **5.4 What are your plans for raising the funds required?***In the table below please give the details of other funds you have secured or are planning to secure for your project. This may include a contribution from your reserves or local fundraising.* |
| Source of Funds | Amount Requested | Item/description | ConfirmedY/N | Date expect to receive decision |
|       | £      |       |       |       |
|       | £      |       |       |       |
|       | £      |       |       |       |
|       | £      |       |       |       |
| **5.5 Provide a full cost breakdown of the project and amount you are requesting in this application:***Explain how the proposed grant will be spent. Ensure the breakdown adds up to the amount you have requested.**For any capital items (e.g. equipment, construction services) costing between £200 and £2,000 you will need to provide a quotation from a supplier. For items exceeding £2,000 in value, three quotes should be provided. If this is not possible, we will ask you to explain why.* |
| Item/Description | Total Cost | Amount Applied for from this Fund | Quote |
|       | £      | £      | [ ]  |
|       | £      | £      | [ ]  |
|       | £      | £      | [ ]  |
|       | £      | £      | [ ]  |
|       | £      | £      | [ ]  |
|       | £      | £      | [ ]  |
| **TOTALS** | £      | £      |

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| **Section 6: Your referee and declaration** |
| *Your choice of referee should be someone who is contactable during working hours (Mon – Fri) and who knows about this application, your project and organisation, e.g. someone in the Local Authority, your local Third Sector Interface, or a previous/other funder.* ***The referee should not be a member of your organisation but should be familiar with its work.*** |
| **Name:** |       |
| **Organisation:** |       |
| **Position:** |       |
| **Telephone (day):** |       |
| **Email:** |       |
| **Address:** |       |
| **Relationship to your organisation:** |       |
| *Please read the Declaration carefully before you sign it.*  |
| **Declaration:** I declare that the information contained in this application is correct, that the constitution (or other governing document) submitted with the application is the most up-to-date version adopted by the members of the above organisation, and that I am authorised to make the application on behalf of the above organisation and with whom it has been discussed. I understand that decisions made by the Fund Panel are final.  |
| **Name (please print):** |       |
| **Signature:** |       | **Date:** |       |
| By submitting your application, you agree to allow Foundation Scotland to retain your personal data on its database in order to process your application. We will use the information you give us to help assess your application and administer any grant we award you. We may also publish this information on our website or use it to analyse our grant making for our own research or through the Foundation for others. We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating our programmes. We may also share information with other organisations providing matched funding. This is in line with our Privacy Notice which you can read at <https://www.foundationscotland.org.uk/system-pages/privacy/>Registered Charity Number: SC022910, Company Registered Number: SC152949Registered Office: 15 Calton Road, Edinburgh, EH8 8DL. |

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| **Sending us the application: a Checklist** |
| Have you signed and dated the application form? | [ ]  |
| Have you included a copy of your constitution/governing document if you are a new applicant to Foundation Scotland or if it has changed since you last applied to Foundation Scotland?  | [ ]  |
| Have you enclosed a copy of your most recent independently examined annual accounts signed by the independent examiner, unless your organisation is less than a year old?  | [ ]  |
| Have you enclosed quotations as required, or a covering letter explaining why not?  | [ ]  |
| Have you enclosed a bank statement from the last three months? | [ ]  |

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| **What happens next?** |
| We will check your application is in order and has been submitted with the necessary information. We will contact you immediately if there is anything missing or if you are not eligible to apply. After the closing date for applications, an assessor will contact you to arrange a short telephone conversation to learn more about your project and request for funding. You will be informed of an outcome in writing by email or letter. Please send completed applications to: **Programme Administrator, Foundation Scotland, The Kiosk, Gatehouse of Fleet, Dumfries & Galloway, DG7 2HP**or by email (including scans of supporting documents) to:**office@foundationscotland.org.uk** |

