**Glenkerie Community Fund **

Large Grant Enquiry Form:

For grants over £10,000

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.

**An application for a grant over £10,000 is a two-stage process.**

Please complete this Enquiry Form in the first instance and submit it by the advertised closing date. The Fund Panel will then consider your project proposal and decide whether it wishes to invite the organisation forward to the second stage, which is the submission of the Large Grant Application Form. This decision will be informed by available funding, the extent to which the application meets the outcomes of the Fund and consideration of other applications at that time.

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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 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** |  |
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| **2.2 Briefly describe the purpose of your organisation, outlining the main activities and services it provides.** | | |
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| **Section 3: Your project** |

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| **3.1 Will this be a new project?** | Yes | No |
| **3.2 If your project is already running, please tell us how it is being funded:** | | |
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| **3.3 Please summarise the key aims of the project and what the grant will be used for:** | | |
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| **3.4 Please describe who will benefit from the project, and how many people.** *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.”* | | |
|  | | |
| **3.5 Which community council area(s) will the project benefit? Tick all that apply.** | | |
|  | Tweedsmuir | |
|  | Broughton | |
|  | Drumelzier | |
|  | Coulter | |
|  | Stobo | |
|  | Biggar | |
|  | Symington | |
|  | Roberton | |
|  | Lamington | |
|  | Wiston | |
|  | Skirling | |
|  | Other; please state | |
| **3.6 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 4: Your grant request** |

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| **4.1 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.* | | | |
| **Capital Costs** | | **Revenue Costs** | |
| Building Work | **£** | Staff Costs | **£** |
| Furnishings and Fittings | **£** | Property Costs | **£** |
| Vehicles | **£** | Admin Costs | **£** |
| Professional fees | **£** | Other Costs | **£** |
| Other items | **£** |
| **TOTAL CAPITAL COSTS** | **£** | **TOTAL REVENUE COSTS** | **£** |
| **4.2 How much do you think you would apply for?**  *This is the amount of money you are requesting from the Fund and not necessarily the total cost of your project. Please provide a breakdown of the costs over the project period and ensure the breakdown adds up to the amount you have requested.* | | | |
| **Project Year** | **Amount** | | |
| Year 1 | **£** | | |
| Year 2 | **£** | | |
| Year 3 | **£** | | |
| TOTAL | **£** | | |

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| **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: SC152949 Registered Office: 15 Calton Road, Edinburgh, EH8 8DL. | | | |

**What happens next:**

In the first instance, we will check whether 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 ineligible to apply.

The Fund Panel will then consider your enquiry and decide if it wants to invite your organisation forward to the second stage, which is the submission of the Large Grant Application Form.

You will be informed of an outcome in writing by email or letter.

Please send completed enquiry forms to:

**Programme Administrator**

**Foundation Scotland**

**The Kiosk**

**Gatehouse of Fleet**

**Dumfries and Galloway**

**DG7 2HP**

**or via email (including scans of supporting documents) to:** [**office@foundationscotland.org.uk**](file:///S:\Client%20Management\Developers\Infinis%20Plc\Glenkerie\Grantmaking\Application%20Materials\office@foundationscotland.org.uk)

For any questions please contact the Programme Administrator on 01557 814927 or via the email above.

