

**GLAMIS & AREA COMMUNITY TRUST**

**A Scottish Charitable Incorporated Organisation**

***Scottish Charity Number: SC045881***

**GRANT APPLICATION FORM**

**Charitable Purposes**

The Charitable Purposes of the Trust are, by using funds acquired or received by the Trust, to support local community projects and initiatives within the boundaries of Glamis Community Council, which advance:

1. citizenship and community benefit;
2. the arts, culture, heritage or science;
3. the provision of recreational facilities, or the organisation of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended; and
4. environmental protection or improvement.

**Condition of Grant**

1. Grants are awarded on a one-off basis, to be spent in terms of the Charitable Purposes specified above, and a recipient should not assume that a further grant will be made unless stated.
2. Grants are awarded to organisations (including clubs, societies, groups and charities) but not to individuals.
3. Publicity for a grant-aided project should acknowledge the Trust’s funding assistance.
4. For the Trust’s monitoring purposes, a recipient must submit a Feedback Report within 3 months of the completion of the grant-aided project, to include photographs where possible and copies of all receipts. For multi-year projects, the Trust will need a monitoring report to be submitted prior to each additional payment being made.
5. Any part of the grant not used for the grant-aided project must be returned to the Trust within 3 months of project completion.
6. The Trust shall be entitled to reclaim any part of the grant which it considers has been wrongly or inappropriately used.
7. It is the responsibility of recipient to ensure that any assets acquired with assistance of the Trust’s grant are properly insured.
8. The Trust shall pay the grant after project completion, once it is in receipt of relevant evidence from the organisation confirming satisfactory completion of the project.

**Any organisation may apply for a grant usually of up to £1,000 in any one calendar year (although the Trustees may in exceptional circumstances consider a larger grant). Grants will usually be only for up to 50% of your project cost.**

All Applications must be made on this form which must be submitted to Neil Mcleod neilatdenview@btinternet.com

1. **APPLICATION**

**1.1 How much of a grant are you applying for?**

**1.2 What is the name of your organisation?**

1. **CONTACT DETAILS –** organisations to answer 2.1 – 2.7

**2.1 Your organisation’s main trading or administrative address. Please include your postcode.**

**Email Address** – acknowledgement of your application will be sent by email, so please make sure this email address is correct

**2.2 Please insert the name of the lead person:**

**Name of principal contact person:**

**E-mail Address:**

**Mobile Number:**

**2.3 Please insert details of any relevant website(s) your organisation has:**

**Website:**

**2.4 Please tick the box that most closely describes your organisation:**

[ ]  Arts organisation

[ ]  Community organisation

[ ]  Educational establishment

[ ]  Recreational organisation

[ ]  School

[ ]  Youth organisation

[ ]  Other (please give details below in no more than 10 words):

**2.5 Tick one of the boxes below to describe your organisations status**

[ ]  Company limited by guarantee

[ ]  Company limited by shares

[ ]  Community Interest Company (CIC)

[ ]  Partnership

[ ]  Trust or foundation

[ ]  Unincorporated group

[ ]  Other (please give details below in no more than 10 words):

**Please submit an electronic copy of the constitution with this application**.

**2.6 Are you a registered charity?**

[ ]  Yes

[ ]  No

**2.7 Is your organisation registered for VAT?**

[ ]  Yes (please enter your charity number below)

[ ]  No

**3. INFORMATION ABOUT YOUR PROJECT OR ACTIVITY**

**3.1 What is the name or working title of the project or activity you are applying to do?**

**4. PROPOSAL**

**4.1 Please give a detailed description of the project (maximum 250 words)**

*(The proposal gives you the opportunity to demonstrate how your project will meet any one or more of the charitable purposes of the Trust).*

**4.2 When will your project or activity start and end?**

*You must allow enough time for planning your project or activity and for us to process your Application. We need at least six weeks after receiving a complete application to process applications and will be reaching decisions on applications three times a year.*

**Start date**

**End date**

**4.3 Where precisely will your project or activity take place?** It must be within the Glamis Community Council boundaries.

**4.4 How many people do you estimate will benefit from the activity?**

**4.5 Is your activity directed at people who are unlikely to have taken part in this type of activity before?**

[ ]  Yes

[ ]  No

**4.6 What are the age ranges of the people who will benefit from your activity?**

Tick all relevant boxes.

[ ]  Children up to 12

[ ]  Young people up to 21

[ ]  Adults

[ ]  All age ranges

**4.7 Is the activity you are planning directed at, or particularly relevant to, any of the following groups of people?**

Tick all relevant boxes

[ ]  Disabled people

[ ]  People at risk of ‘social exclusion’ (not being able to fully take part in society because of, for example, poverty, prejudice or isolation)

[ ]  Any particular ethnic group

[ ]  Other (please give details below in no more than 10 words):

1. **BUDGET**

The spending (expenditure) and income for your project activity should match. Please use full pounds only and no pence (for example, ‘£1,167’). Please check your figures carefully.
Income for your project activity

**5.1 Income from the activity itself**

**(b) Income earned from other funding**

**(c) Private income**

**Spending (expenditure) for your project activity**

**5.2 Spending on activity itself (please specify)**

**(b) Spending on developing your organisation and its people**

**(c) Spending on marketing**

**(d) Spending on overheads**

**5.3 Has match funding been confirmed?**

[ ]  Yes (please provide evidence of confirmed match funding – e.g. a letter confirming financial support or minute of approval of match funding)

[ ]  No

1. **REFERENCES**

Please provide two references from individuals or organisations who you have worked with or who have benefited from your work.

1. **DECLARATION**

[ ]  I confirm that the organisation named in this application has given me the authority to sign this application on their behalf

[ ]  I confirm that the activity in the applications falls within the purposes and powers of the organisation’s constitution

[ ]  I confirm that the information in this application is true and correct

**NAME**

**DATE**

1. **CHECKLIST**

[ ]  Filled in the application form

[ ]  Provided background information

[ ]  Provided confirmation of match funding (if applicable)

[ ]  Provided references

[ ]  Signed the declaration