

# Community Grants Scheme/Community Pride Fund

## Application Form (Maximum Grant £1500)



Please read the accompanying letter and guidance notes. If you are satisfied your organisation and your project are eligible, including previous awards having been monitored & evaluated, then carefully complete each page of this application form, answer all questions, (Q1-Q11) and enclose all the necessary information in support of your application (see checklist below), otherwise it may be returned or delayed. Please use the form to answer questions – only supply additional pages if you run out of space.

You should note the Standard Terms & Conditions governing the award of Community Grants/Community Pride. Additional specific Terms & Conditions may be imposed on some awards.

Please complete this checklist; you must answer/enclose the following:	✓	
If you have previously had Community Grant/Community Pride funding have you returned a monitoring & evaluation report? <b>Please do not re-apply until you have done this.</b> (Community Councils/Development Trusts who may have had multiple grants should ensure all due monitoring reports have been submitted – see Term & Condition number 5).		Application forms that do not have all the required supporting documents may be returned, and decisions could be delayed.
Your organisation's governing document (constitution, rules, etc) with appropriate dissolution clause (if you have previously submitted your constitution and it is unchanged in any way we do not require it again)		Community Councils do not need to supply a constitution but do need to supply the financial information requested.
The Minute of the meeting showing the Committee's support for this project		An appropriate dissolution clause would see transfer of any remaining assets to a similar not for profit/charitable organisation.
Most recent annual accounts which have been appropriately examined + signed		
A copy of your organisation's most recent bank statement, or passbook pages showing the organisation's current financial position		
Copies of at least 2 quotations/estimates for individual items/work costing £400 or more		
Have two people signed the form as requested?		

### Standard Terms and Conditions governing the award of Community Grants/Community Pride

1. The Grant is made to enable the Applicant to carry out the Project as detailed in their Application and the Award Letter; any changes may only be with the prior consent of Stirling Council. Any unspent grant, or part of grant, must be returned to the Council.
2. The Applicant must obtain adequate insurance, as relevant, to cover all material risks involved with the Project.
3. Stirling Council shall have no liability for any claim arising out of, or as a result of actions of the Applicant or its staff or agents, in connection with the Project.
4. The Applicant shall ensure that, in relation to the Project, they and anyone acting on their behalf shall comply with the relevant law, for the time being in force, in Scotland.
5. The Applicant shall submit final Monitoring & Evaluation reports on the Project as issued at the time of award, and allow access for monitoring visits as requested by Stirling council officers. Projects must be delivered & grant spent in full within 12 months of the award.
6. The Applicant shall ensure that there is public acknowledgement of the assistance provided by Stirling Council, using the Stirling Council logo on publicity materials and acknowledging the support in any press statements or other printed materials.

### Return your completed application form to: *(please keep a photocopy for your own reference)*

Funding Officer, Localities & Partnerships Team, Old Viewforth, 14-20 Pitt Terrace, Stirling, FK8 2ET  
 Tel: 01786 233143 Email: [cowiej@stirling.gov.uk](mailto:cowiej@stirling.gov.uk)

**Data Protection** Your personal data will only be used for the purposes of this grants programme. There is more detail about how we use your personal data in the Council's Register of Data Processing <https://my.stirling.gov.uk/services/council-and-government/data-protection-and-freedom-of-information/data-protection/how-we-use-your-data>

If you wish to receive information on funding, training and other relevant opportunities **please tick the box to be added to the Funding Officer's mailing list.** Your personal data will be kept secure and not used for any other purpose; it can be removed from the list at any time by contacting the Funding Officer (details above).

Data Protection laws give you various rights in relation to your personal data, including the right to see what we hold about you. For more information see <https://my.stirling.gov.uk/services/council-and-government/data-protection-and-freedom-of-information/data-protection> or contact the Data Protection Officer on 01786 404040 [dataprotection@stirling.gov.uk](mailto:dataprotection@stirling.gov.uk)

**Q1. Name of Organisation applying**

Company No. (if applicable)

Charity/SCIO No. (if applicable)

**Q2a Contact Details of applicant**

Name



Address

Post Code



Tel No.



Email



Mobile No.

**Q2b. Any grant awarded is usually paid by either BACS transfer or cheque to the Treasurer.**

Please provide Treasurer's details if different from above.



Name



Address

Post Code



Tel No.



Email

**Q3a. Please give bank account details of your organisation**

Account Name

Bank name

Account No.

Sort Code

**Q3b. Number of signatures required for release of funds from your accounts**

You must have at least 2 signatures required for release of funds from your accounts. If you use electronic banking we require confirmation of internal systems that require such transactions to be approved by at least 2 office bearers/ committee members.

**Authorisation****Applications must be signed to progress further; hard copies or scanned are both accepted**

- The information we have given throughout this form is accurate and true.
- We meet the banking requirements outlined above.
- We understand and agree that the grant must be spent as specified within our application – any changes must first be agreed by Stirling Council.
- We agree to identify and return any underspend to Stirling Council; we understand if the costs incurred are higher, supplementary applications will not be considered.
- We have read and agree to abide by the Standard Terms & Conditions (front page) governing the award of Grants.

**Main Contact (this should be the same person as at Q2a)**

Signature

Date

Position in group

**Second Contact (Chair, Treasurer or Secretary who must be fully aware of this application)**

Signature

Date



Please print name

Position in group

Tel No.

**Q4.** What are your organisations main aims/objectives/activities?

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**Help notes**

*Please tell us briefly what your organisation does.*

**Q5.** How long has your organisation been in existence?

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*How many years/months?*

**Q6.** How many members, volunteers and staff does your organisation have?

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*Please provide numbers only.*

**Q7a.** Describe the project you want funding for and who will be involved

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*Tell us what you plan to do and what things the funding will pay for;*

*Who will be involved in delivering your project and who is it aimed at - tell us about the people involved, how many and their age groups*

**Q7b.** Describe the beneficial impact your project will have on your community

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**Points to cover include:**

*why is your project needed? - tell us the community needs or concerns addressed by your project;*

*how will the community benefit - tell us the outcomes from your project, ie what are the main beneficial changes it will make?*

**Q8.** When are you planning to start & finish your project?

Start date .....

Finish Date .....

*We cannot give grants for activities that have already taken place/items already purchased. Please submit your application in good time – please refer to the attached letter for the deadline dates for submission with corresponding decision dates, though we recommend you submit your application well in advance of the deadline. Your project must not start before the decision date, and must be completed in 12 months.*

**Q9.** How much will each item or activity cost and how much do you want from Community Pride/Community Grants Scheme; remember to include VAT if applicable.

(You must enclose at least 2 quotes/estimates for individual items/work costing £400 or more.)

Item or Activity	<b>A</b> Total Cost	<b>B</b> Amount requested from Community Pride/Community Grants Scheme
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
<b>TOTAL</b>	£	£

**Q10.** If the total in Q9 column A is higher than column B where is the rest of the funding coming from?

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**Q11.** What financial reserves (balance) did you carry forward from the end of your last accounting year? If you are unable to use these reserves towards this project please tell us why.

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## IMPORTANT

**Now please make sure you have enclosed all the supporting information requested in the checklist on page 1, and two people have signed the form on page 2. Please complete the checklist.**