

Application Form

Please read the accompanying guidelines before completing this application form.

Section 1 Applicant Information & Bank Details

Name of Organisation			
Main Contact <i>(please sign below)</i>			
Position / Role of Contact Person			
Address (including postcode)			
Telephone Number / Mobile			
E-mail			
Treasurer's name <i>(please sign below)</i>			
Address (including postcode)			
Telephone Number / Mobile			
E-mail			
Organisation's bank account name			
Account number		Sort code	
Number of signatories required for release of funds <i>(this should be at least 2)</i>			
Organisation's Website			
Charity no. (if applicable)			
Company no. (if applicable)			
Signed by Main Contact			
Signed by Treasurer			

Section 2 Organisation & Project Details

Important - Please read through **all** the questions before you begin to answer them.

1. Please tell us about your organisation. What do you do? Where do you meet? Who comes?

2. What is the project for which you are seeking funding? What will you do and how will you do it? How will you use arts and culture to celebrate the 2018 European Championships?

3. Tell us about the people who will be involved in your project. Who will help to deliver it and who will participate?

4. Where & when will your project take place? Please provide details of venue, location and timing. (It must take place between 30th June and 12th August)

5. Festival 2018 celebrates cultural activity that has **Longevity** and is **Accessible, Authentic, Ambitious** and **Inspiring, Challenging, Diverse** and **Uniting**. Tell us how you think your project meets any of these values.

Section 3 Finance

Please provide a breakdown of all of costs for developing, planning and delivering your project. Please make costs as accurate as possible. You can apply for minimum £100/maximum £2000, though your total project cost may be higher.

Item or activity (remember to include VAT in your costs if applicable)	A. Total cost	B. Amount requested from us
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
TOTAL	£	£

If the total in column **A** is higher than column **B** please tell us where the rest of the funding is coming from?

Checklist - please enclose the following information in support of your application	✓
Copy of your governing document (Constitution) with appropriate dissolution clause which, upon dissolution, provides for transfer of any surplus assets to a similar charitable cause	
Copy of your most recent annual accounts which have been independently examined & signed	
Quotes for any individual items over £400 (please provide two quotes)	

Section 4 Declaration

I confirm that I (Main contact named on Page 1) have the authority to submit this application on behalf of the organisation which has fully discussed and agreed this application. I confirm all the information given is accurate and true. We accept the standard terms & conditions as listed below.

Signed	
Print Name	
Date	

Standard Terms and Conditions of Grants

- The Grant is made to enable the Applicant Organisation to carry out the Project as detailed in the Application and 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.
- The Applicant Organisation must obtain adequate insurance, as relevant, to cover all material risks involved with the Project.
- Stirling Council shall have no liability for any claim arising out of, or as a result of actions of the Applicant Organisation or its staff or agents, in connection with the Project.
- The Applicant Organisation 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.
- The Applicant Organisation shall submit final Monitoring & Evaluation reports on the Project if asked, and allow access for monitoring visits as requested by Stirling Council officers. Projects must be delivered & grant spent in full by 12th August 2018.
- The Applicant Organisation shall ensure that there is public acknowledgement of the assistance provided by Stirling Council and European Championships Glasgow 2018, acknowledging the support in any press statements or other printed materials.

Send your completed application and supporting information to reach us by

5.00pm Tuesday 3rd April 2018

We are unable to accept late applications. Please email to: cowiej@stirling.gov.uk

Or post to:

Jean Cowie, Funding Officer, Stirling Council Offices, Stirling Bus Station, Goosecroft Road, Stirling, FK8 1PF

The Our Place Fund team may contact you to ask for further information about your application if required.

