

## APPENDIX 4 – Application Form and Guidance

### Application Guidelines

Please try to give as much information as possible for each question.

If you feel that a question does not apply to your group or application, please write 'Not Applicable' or 'N/A' in the box and move on to the next question.

If you require more space than is given for an answer, please use the 'Further Information' section at the back of the application form, highlighting which question the answer is for.

Applications can't be made for costs or activities that have already taken place or started. Please make sure that you submit your application at least 6 weeks before the start of activities you are applying for Council Resources to support.

Question	Information to include in your answer
<b>Declaration</b>	
You should sign the form in 'Signature 1'. The Chair of the group, or another member of the Committee should sign in 'Signature 2'.	
<b>Part One – Your Organisation</b>	
1	
2	<ul style="list-style-type: none"> <li>The main contact should know about this application. This person may be contacted to ask for further information.</li> </ul>
3	<ul style="list-style-type: none"> <li>When did your group first start meeting or running activities or projects?</li> </ul>
4	
5	<ul style="list-style-type: none"> <li>Tell us what the purpose of your group is, what your group does and are it's main activities.</li> </ul>
6	<ul style="list-style-type: none"> <li>Does your group's activities cover the whole of Falkirk, or just a certain area?</li> <li>Does your group assist or support a particular range of people for example, children, over 50's?</li> </ul>
7	<ul style="list-style-type: none"> <li>How many people benefit from the activities of the group?</li> </ul>
8	<ul style="list-style-type: none"> <li>It is important that you include all Elected Members or Council staff who are involved in your organisation.</li> </ul>
9	<ul style="list-style-type: none"> <li>Please tell us if the group excludes any individuals or groups from taking part in group activities or membership and tell us why.</li> </ul>
10	<ul style="list-style-type: none"> <li>What is the structure of your group? Does it have a Management Committee? How many people are on your Committee?</li> <li>You should have a minimum of 3 people on your group's Management Committee</li> </ul>
11	<ul style="list-style-type: none"> <li>Affiliation means your group is officially linked to another, possibly governing organisation.</li> <li>In this section, please tell us if your group is linked or part of a larger organisation, for example a local branch of a national umbrella organisation.</li> </ul>
13	<ul style="list-style-type: none"> <li>This would apply to groups who are recognised by the Inland Revenue as a charity. Please provide your charity number.</li> </ul>
14	<ul style="list-style-type: none"> <li>If you are applying for more than £5,000 your organisations accounts should be audited.</li> </ul>

<b>Part Two – About this Application</b>	
15.	<ul style="list-style-type: none"> <li>Please tick box relevant to the type of application that you are making.</li> </ul>
16.	<ul style="list-style-type: none"> <li>If your application is for resources to support and event, for example hire of equipment, please show how long you require support for e.g. 2 days before and 2 days after 1 days event = 5 days.</li> </ul>
17.	<ul style="list-style-type: none"> <li>Tell us what you are going to do with the funds or support that you are applying for. Explain what you plan to do and how you plan to do it.</li> <li>Is the support that you are applying for to help with running costs or for a specific project or activity? Include information to let us know if are applying for Council resources to help your group do something new or additional to core activities.</li> <li>If your group requires in-kind support rather than funds, please give details of what resources you require for example barriers, additional refuse collection etc.</li> <li>If you are applying for support for an event, please ensure that you give the date and exact location.</li> </ul>
18	<ul style="list-style-type: none"> <li>First tell us who will benefit from the activities which your group is going to carry out, then refer to page 6 of the Guidance Information booklet and tell us how the proposed activities helps achieve any of the themes of the Strategic Community Plan.</li> </ul>
19	<ul style="list-style-type: none"> <li>Please give as much information as possible about how you have reached the total cost within your application. It is important that we are able to see that funds given to groups are achieving the best possible value for money.</li> <li>If you are applying for funds to pay a third party for either goods or services, please attach copies of quotations with you application.</li> <li>Remember to include VAT where is applies.</li> <li>Tell us what contribution your organisation is making to the overall package, if any. Please note that your organisation does not necessarily have to make any financial contribution.</li> <li>Give details of the value of any contribution from other organisations for this project.</li> </ul>
20	<ul style="list-style-type: none"> <li>This section should include all contributions that your group has received from any source in the past 3 years. If you need more space, please use the 'Further Information' section at the back of the application form.</li> </ul>
21	<ul style="list-style-type: none"> <li>Please tell us if your group has any applications to other funding bodies that you are waiting to hear outcomes for.</li> <li>Have you tried to raise funds in other was for example sponsored activities, appeals for public support.</li> </ul>
22	<ul style="list-style-type: none"> <li>To help us to collect a full overview of your group and this application, it is helpful to be aware of any Council representatives who you have discussed your application with. It may be useful for us to contact anyone you have spoken to about this application to gather further information.</li> </ul>
23	<ul style="list-style-type: none"> <li>We recognise that it is important that groups have some reserves in their bank accounts to ensure that any running or staff costs can be covered in event of emergency.</li> <li>The purpose of this question is to show us that groups do not have large sums saved within accounts which could be used to cover the</li> </ul>

	costs within your application.
24	<ul style="list-style-type: none"> <li>• Although it is not an essential criteria for groups to have plans for sustainability beyond the term of funding, we recommend that groups try to work towards being at least self-sufficient.</li> <li>• Tell us, for example, if you have any plans to generate income to assist running costs or if you have plans to apply to other funding bodies or to Falkirk Council again.</li> </ul>
25	<ul style="list-style-type: none"> <li>• Provide details of the bank account that you would like any award of funding to be paid into.</li> <li>• The sort code should contain 6 digits.</li> <li>• The Account number must be 8 digits long.</li> </ul>
27	<ul style="list-style-type: none"> <li>• Please give names of the both Committee members and staff or volunteers who are able to make withdrawals from the group's bank account.</li> <li>• The people listed should not be related to each other e.g. husband and wife.</li> </ul>
<b>Supplementary Staffing Form</b>	
<ul style="list-style-type: none"> <li>• You should complete the supplementary staffing form if you require funding for staff.</li> <li>• You do not have to give details of staff who are employed by the group through other sources of funding.</li> <li>• If you require further space, please use the 'Further Information' section at the back of the application form.</li> </ul>	

Your completed application form should be sent to:

**External Funding Unit  
Room 317  
Municipal Buildings  
Falkirk Council  
FK1 5RS**

If you have any questions, please phone **506260**.