



Falkirk Council

COMMUNITY GRANT SCHEME APPLICATION FORM

When you have filled in this application form, please return it to:

**Corporate Policy (Funding)
Corporate & Neighbourhood Services
Falkirk Council
Municipal Buildings
Falkirk
FK1 5RS**

If you would like to discuss the application form, please call Falkirk Council's Corporate Policy Unit on 01324 506065 or email funding@falkirk.gov.uk

Further information and guidance notes about Falkirk Council Community Grant Scheme are available from the website at www.falkirk.gov.uk

We are committed to making sure that our services are available to all sections of the community. Please ask us if you would like the guidance notes relating to this form in other formats.

FOR OFFICIAL USE ONLY

FOR OFFICIAL USE ONLY			
Date received		Reference No.	

FALKIRK COUNCIL COMMUNITY GRANT

APPLICATION FORM

We will use this form to decide whether your organisation will receive funding from the Community Grant Scheme.

You may type or write your answers. If you choose to fill in the form by hand, please make sure that you write your answers clearly. Remember to sign and date the form before returning it to us. Please keep a photocopy of your application form.

Part One – About Your Organisation

1a) Contact details:

Title (Mr, Mrs, Miss, Ms):		☝ This should be someone who knows the project
First name:		
Surname:		
Address:		

Position within organisation:	
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1b) Organisation details:

Name of organisation:			
Address:			
Postcode:		Telephone no. (daytime)	
Email address:			
Website:			

When did your organisation start?	Month:	Year:	☝ When did it first start meeting or running activities?
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If your organisation/group is a Charity, please specify your Charity number		☝ By registered charity we mean registered with the Office of the Scottish Charity Regulator (OSCR)
If your organisation/group is a registered Company, please specify your Company number		

How many Committee Members are involved in running your group?		☝ You must have at least 3 people on your group's Management Committee
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Have all staff/volunteers in your group been checked (if required) through the Protection of Vulnerable Groups Scheme (PVG)?	Yes / No	☝ Please refer to the Guidance Notes for further information about PVG
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Are there any restrictions on who can join your organisation?	Yes / No	☝ If your organisation has a membership we would expect this to be open to all and that anyone can join, unless you can provide a good reason why not
If yes, what are they and why do you have them? (maximum 50 words):		

1c) Organisation's bank details:

Account name:		☞ Your account must be in the name of the organisation that is applying for a grant and will carry out work
Bank name and address:		

Bank sort code:	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>								☞ You must send a copy of your latest bank statement with this application. If you have a passbook account, you can send a copy of the pages of your book. The checklist at the end of the application form will tell you exactly what you need
Account number:	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>								
Building Society Roll number:									

Please list everyone who can authorise transactions from your bank accounts:	Name:	Position in organisation:	☞ Please note bank signatories should not live at the same address as another signatory

Is your organisation registered for VAT?	Yes / No	☞ If you are registered for VAT you can only apply for the cost of non-recoverable VAT only
If yes, what is your VAT number?		

<p>What are your group's main activities? (maximum 300 words)</p>		<p>👉 Tell us briefly what your group does</p>
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Part Two – About Your Grant

2a) Objectives of Falkirk Council Community Grant Scheme:

To make sure you are eligible to apply for a Falkirk Council Community Grant, you must show that the project contributes to one (or more) of the following objectives:

Please tick as appropriate:

Further developing a thriving, sustainable and vibrant economy		<p>👉 A further explanation of these objectives is provided in the Guidance. If you are unclear whether your proposed project / activity fits within these headings, please contact the External Funding Unit for a further discussion</p>
Continuing to improve health, safety and well being of our citizens and communities		
Increasing our efforts to tackle disadvantage and discrimination		
Enhancing and sustaining an environment in which people want to live, work and visit		

Applications will be assessed on the following areas:

- The need for your project
- Meeting one or more of the Council's priorities
- What difference your project will make and who will benefit
- Grant/s already received
- Your organisation's overall financial situation
- Total cost of your project
- Value for money

<p>Please describe how the project that you are applying for will contribute to the objective/s you have ticked in (2a) above:</p>	
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2b) What the money is for:

<p>What project or activities do you want us to fund? (maximum 500 words)</p>		<p>👉 Please describe your project. By 'project' we mean the event or activities that you plan to carry out using the grant award. Be specific about what you will do, how you will do it and what you will spend the grant on. Remember to highlight how you know there is a need / demand for your project</p>
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2c) The difference your project will make:

<p>What difference do you hope this project will make? (maximum 500 words)</p>		<p>☞ Explain who you hope will benefit and in what way eg. young people, older people, disadvantaged groups</p>
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2d) Who will benefit from your project?

<p>How many people will benefit from this grant?</p>		<p>☞ An estimate is fine if you cannot give an exact number</p>
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<p>Where do most of these people live?</p>		<p>☞ Please tell us the ward name or local area where most of the people live</p>
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2e) If your project relates to building or landscaping work:

Who owns the land or the building that you plan to work on?		⚠ If you need planning permission for your project, make sure that you have it before you apply to us. If you don't have planning permission it is unlikely that we'll give you a grant. You will also need to send us copies of any plans, maps etc.
If yes, do you have any of the following (please tick):	Lease Agreement (please also tell us how long the lease is for)	
	Written permission from the owner	

2f) Start and end dates:

Proposed start date:		⚠ We would expect your project / activity to be completed within 12 months from receipt of your grant award. Your start date should be at least 2 months after you send the application. We cannot award grants for activities that have already taken place
Proposed end date:		

Part Three – Financial Information

3a) Total cost

Please give the total estimated cost of the project:	£
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3b) Grant request

Please state the level of grant you are requesting:	£
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3c) Breakdown of costs for your project:

Item or activity	Cost	Amount requested from Falkirk Council Community Grant Scheme	Remember to include VAT where it applies. Please list all the items or activity associated with your project. You should list all costs even if you are not asking us to fund all the items. Please use additional sheet if necessary.
Total			

3d) Other funding

If applicable, please tell us if you are applying to any other organisation for this project, and what stage your application has reached. Also, tell us about what income you think your project will make and any funding contribution your group is making.

Source (eg. name of funder, ticket sales, raffles)	Amount	Progress	If the total project cost is more than the amount you are asking for, please tell us where the rest of the money will come from eg. other funders, ticket income, raffles, own fundraising, group funds etc.

<p>If your current cash reserves exceed the amount of grant you are asking for, please tell us why you are not using your own funds:</p>		<p>☝ Please clearly explain what reserves have been set aside for, particularly if they are in excess of one year's running costs.</p>
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<p>Please tell us about any non-financial contributions your group is making to the project/activity:</p>		<p>☝ This can be an 'in kind' such as volunteers' time or the use of a building</p>
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3e) Publicity

<p>If appropriate, please tell us how and where you plan to publicise and advertise to make sure as many people as possible know about this project and its aims.</p>		<p>☝ You must acknowledge the grant by including our logo on materials associated with the project.</p>
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3f) Other information

<p>Please use this space to provide any other information which will support your application. You may want to include a draft programme:</p>	
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<p>Please give comments on this application form and guidance:</p>	
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Part Four – Declaration

Declaration and Terms and Conditions

Before you submit your application you must read and agree the following Terms and Conditions of Award. Two signatories for the group should then sign the declaration, which confirms that the organisation understands and agrees to the Terms and Conditions.

Within the Terms and Conditions ‘we’ and ‘our’ refers to the applicant organisation. ‘Falkirk Council’ refers to the service providing the resources for which you are applying.

1. The Award

We will use the Award as described in our application form. Any changes must be agreed in writing and in advance by Falkirk Council.

We understand that any resource awarded must be used within the agreed period, which will normally be one year from the date of the Award letter or as otherwise stated within the Award letter.

We will tell Falkirk Council immediately in writing of anything that significantly delays, threatens or makes it unlikely that the Award will either not be used within the agreed period or not be used for the purpose described in the application.

We understand that we may be asked to produce regular progress reports on the use of the Award. We also understand that a final report must be completed and submitted to Falkirk Council within 3 months of all Award expenditure being incurred.

We understand that Falkirk Council will not increase the Award if we overspend, and that any unspent Award at the end of the agreed period should be returned to Falkirk Council.

We are aware that any equipment which has been awarded to us is under the charge of our organisation and must be regularly maintained and insured to its full replacement value and kept in a secure premise.

We understand that the amount and schedule of payments will be indicated in the formal offer of grant, and that no expenditure should be incurred until the offer of grant has been received, signed and returned to Falkirk Council.

We agree that in any publicity or public presentation about the funding it is essential to include an indication that the project was supported by Falkirk Council.

We understand that there is a possibility that Falkirk Council's internal or external auditors may wish to audit funded projects. We agree that any Officer may be required to make themselves and any relevant documentation available for any visit by Auditors at reasonable notice.

2. The Organisation

We will advise Falkirk Council in writing of any change to our constitution and provide a copy of the revised document.

We will advise Falkirk Council in writing of any changes to our bank or building society bank account.

We will keep all financial records and accounts, including receipts for items bought with the grant for two years from the completion of the project for which funding has been awarded. We understand that this does not release us from our legal responsibility to keep records for longer periods.

We will make all financial records available for inspection by Falkirk Council if requested.

We agree to meet all legislation regulating the way that we operate, the work that we carry out, the staff that we employ and the goods that we buy, particularly, but not exclusively covering the areas of Equal Opportunities, Data Protection, Disclosure Scotland, Employment and Health & Safety.

If appropriate to the Award, we agree to comply with Falkirk Council's Financial Regulations and Standing Orders and any other guidance as advised by Council Officers. A copy of all such guidance will be supplied by Falkirk Council.

We understand that Falkirk Council will make public information about our Award.

We understand that we have a duty of care to our members and the public and will ensure that adequate Public Liability Insurance is in place to provide indemnity to our organisation and its members. We will provide these documents to Falkirk Council on request.

If appropriate, we will ensure that adequate Employers Liability and Property Insurance is in place. We will produce these documents for Falkirk Council on request.

We understand that Falkirk Council will not accept liability or be liable for any damages or injuries associated with projects for which the Council has provided equipment or granted an Award.

3. Leases of Property

We understand that in order to be eligible to receive an assisted let, we must be an organisation delivering services benefiting a local community, or communities, within Falkirk Council administrative area.

We understand that entry will not be granted to any property until a formal lease with Falkirk Council is concluded to the satisfaction of the Director of Development Services and the Chief Governance Officer, or their delegated Officers.

We understand that the Lease Agreement will be between our group and Falkirk Council and will be used as described in the application. We will not hand the property to any other organisation.

We will ensure that the terms and conditions of the lease will be fully complied particularly with regard to the payment of rent, use, repairs and maintenance, insurance and sub-letting.

We understand that if any of the terms of the Lease are breached, Falkirk Council shall commence proceedings to terminate the Lease and that the full rental value of the property shall become payable from the date of entry up to the Lease Termination date.

4. Falkirk Council may withhold an Award or ask for repayment, in whole or in part for the following reasons:

If we fail to keep to these conditions in any way.

If members of our governing body, volunteers or staff act or supply information at any time during the application process or project which is dishonest, significantly incorrect or misleading.

If for any reason the organisation ceases to exist, any unused Award will be returned to Falkirk Council. We will return any equipment or other assets bought with the Award to Falkirk Council or, with prior agreement of the Council, transfer the equipment or assets to another organisation with similar aims and objectives.

If we sell any asset purchased with an Award, we will notify Falkirk Council in writing and return an agreed proportion of the sale proceeds agreed with Falkirk Council.

If any equipment or asset is stolen, lost or damaged we will replace it or return monies obtained for insurance to Falkirk Council.

Declaration by Main Contact

I confirm that the information I have given on this application form is accurate and complete. I acknowledge that if I give misleading or inaccurate statements on behalf of the group or organisation we may not receive any grant or it may be withdrawn and have to be refunded to Falkirk Council.

I confirm that I have read the Guidance Notes and that I understand and accept the Terms and Conditions of the Award.

PLEASE PRINT:

Title (Mr, Mrs, Ms, Miss):		☞ This must be completed by the <u>same</u> person as named in Question 1	
First name:			
Surname:			
Signature:		Date:	
Position within the organisation:			

Authorisation by Chairperson, Vice Chair, Secretary or Treasurer

Title (Mr, Mrs, Ms, Miss):		☞ This must be a <u>different</u> person to the one named in Question 1	
First name:			
Surname:			
Signature:		Date:	
Home address:			
Phone number (daytime):			
Email address:			
Position within the organisation:			

Data Protection Act 1998

Please note that any information supplied on this form may be held, and processed for information purposes. The Council is a registered Data User with the Office of the Data Protection Register.

Checklist

Before sending us your application, please check that you have done the following:



Answered all the questions on the application form	
The main contact from Question 1 has signed the Declaration	
The Chair, Vice Chair, Secretary or Treasurer (where they are not the main contact) has authorised the application	
Copied this application to keep for reference	
<ul style="list-style-type: none"> • A copy of the constitution or set of rules that your group has adopted. Your group must have this document to receive a grant from us. • A dated copy of your most recent yearly accounts verified by an independent person. New groups should provide a projected statement of income and spending for the next 12 months. This means an estimate of where you will get money from to run your group, from things like membership fees, fundraising and grants. Tell us how much money you expect to raise, as well as your expected costs for the next year. This could include things like the cost of hiring your building and buying equipment, or travel costs. • A copy of your group's most recent bank account statement. Please provide copies for all accounts you hold. This account must be in the name of your group, and at least two unrelated people must sign each cheque or withdrawal. <p>Or</p> <ul style="list-style-type: none"> • A copy of the pages in your passbooks showing your group's name, account number and current balance, stamped and signed by your building society. <p>Or</p> <ul style="list-style-type: none"> • If you are a new group which has only just set up a bank account, a signed letter from your bank or building society on their headed paper. This letter must show your account name, number and sort code. <p>Depending on your project / activity you may also need to send the following:</p> <ul style="list-style-type: none"> • Copies of any plans, maps or drawing etc related to your application for work on a building or land • Copy of planning permission if appropriate • Two quotes for any work to be carried out or items to be purchased over the value of £500 	

<ul style="list-style-type: none">• A copy of your Child Protection Policy/Vulnerable Adults Policy where appropriate• A copy of contents/ employer's liability/public liability insurance policy where appropriate• Confirmation that other statutory/licensing consents have been received (where appropriate)	
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PLEASE NOTE THAT APPLICATIONS CANNOT BE PROCESSED UNTIL ALL OF THE NECESSARY DOCUMENTS ARE RECEIVED BY THE EXTERNAL FUNDING UNIT