

Lammermuir Community Fund

Grant Application Form

Please Note: It is important that you read the guidance notes before you complete this application form.

Section 1 – Contact Details

Please state the name, address and the postcode of your group. Please also provide a contact name for any correspondence; this must also be the person who signs the form on behalf of the organisation. If any of these details change whilst your application is being processed it is essential that you contact us and update the details.

Name of Organisation:

Contact Name:

*Website:

*Position:

*E-mail:

Tel (daytime):

Tel (evening):

Correspondence address for this application:

Postcode:

* If applicable

Data Protection Act 1998

The information given will be entered and processed on computer by the Lammermuir Community Fund; the forms will also be kept. The information will be used for the administration of the grant scheme. Contact details will only be disclosed to third parties for the following purposes: when consulting other organisations during processing of applications; to announce successful projects, and to promote the Community Fund via press releases and other bona fide promotional activities including placement on the Lammermuir Life newsletter and website.

Declaration: I agree to the above use of my data and I certify the information contained in this application is correct, and that I am authorised to make the application on behalf of the above organisation.

Name (please print):

Signature:

Date:

Lammermuir Community Fund

Grant Application Form

Section 2 – About your organisation

Please give details of what your organisation does, including your aims and objectives. Do not simply copy the aims and objectives from your constitution – please try and describe the work your group does in your own words, as this will help with the assessment process. Your organisation does not need to be a registered charity to apply for a grant but must in some way benefit the local community.

In no more than 150 words please tell us about the main activities of your organisation and the service you provide:

When was your organisation established?

Is your organisation a registered charity? Yes No

- If yes, please state charity number:

A copy of your constitution must be included with your application.

Lammermuir Community Fund

Grant Application Form

Section 3 – Reason for Application

Grants will be made for applications that benefit people in the Community by advancing community development by supporting local environmental, educational, amenity or other initiatives in the area.

- a) What does your organisation want to do with the grant from the Community Fund?
- b) How will this benefit the community?

ITEM	QTY	COST
		£
		£
		£
		£
		£
		£
		£
		£
TOTAL PROJECT COST		£

Lammermuir Community Fund

Grant Application Form

Section 4 – Details of Funding Requested

Please read Section 4 of the Guidance Notes for more information about detailed costs breakdown, quotes/estimates, etc.

How much are you requesting from the Lammermuir Community Fund? £

What other source of funding has your organisation applied for this project? Include the name of the funder, the amount you have applied for and the date you received or expect a decision:

Will your organisation be contributing any of its own funds or in kind contributions to the project activity? If so, please provide details.

What are the expected start and end dates for your project?

Who will manage the project?

Lammermuir Community Fund

Grant Application Form

Section 5 – Financial Details

Please read Section 5 of the Guidance Notes to help you fill in this section.

A copy of your latest annual accounts must be included with your application. New groups must provide a projection of income and expenditure for their first year.

Name of Funder	Amount Requested	Amount Approved	Decision pending Y/N	Application refused Y/N
	£	£		
	£	£		
	£	£		
	£	£		

Your accounts should be signed to show that the board/management committee has approved them.

Are your accounts independently audited?

Yes No Not applicable

What is your annual income? (E.g. in last accounting year) £ _____

What are your current reserves? £ _____

How much of these are *unrestricted* reserves? (See guidance) £ _____

If holding reserves, why can these reserves not be used for this project?

Completed Application Form should be submitted electronically to: l.wood66@btinternet.com and a signed paper copy sent to:

Laura Wood, Secretary, Lammermuir Community Fund, 52 Hillview, Coldstream, Berwickshire, TD12 4ED

Lammermuir Community Fund

Grant Application Form

Checklist

Please Note - If you do not complete all the relevant boxes and supply us with the supporting documents outlined in this document your application will be returned to you with a request to complete the missing information or provide the missing documents. It is only when we have received the completed form and all the information that we will be in a position to start the assessment process of your application.

Please send the following documentation along with the completed application form:

A copy of your constitution, Articles of Association or other governing document. Not required if previously submitted.

A copy of your most recent approved annual accounts, or for new groups, a projection of the first year's income and expenditure.

If your grant request is for equipment, vehicles, refurbishment or new build, please supply at least two competitive quotes.

Don't forget to sign and date the application.