COMMUNITY GRANT SCHEME **SUPPORT GRANT APPLICATION**	Scottish Borders COUNCIL

To ensure you are eligible to apply please complete the undernoted checklist before filling in the application.

		YES	NO
(a)	Is your group non profit-making and one of the following:- - Non- profit making voluntary or community organisation - Registered charity - SCIO - Company Limited by Guarantee - Company Limited by Shares - Trust - Community Council	☐	☐
(b)	Does your governing document allow you to carry out the activities you seek funding for?	☐	☐
(c)	Does your group have a bank account in its own name which requires at least 2 unrelated people to authorise **all** cheques and withdrawals?	☐	☐
(d)	Do you have at least 3 unrelated people on the board or committee which runs your group?	☐	☐
(e)	Is your group's bank account and annual accounts in exactly the same name as its Constitution?	☐	☐
(f)	Is your request for no more than £5,000?	☐	☐

> **IF YOU HAVE ANSWERED 'NO' TO ANY OF THE ABOVE**
> **PLEASE DO NOT COMPLETE AN APPLICATION FORM WITHOUT CONTACTING**
> **THE GRANTS CO-ORDINATOR FOR ADVICE (TEL: 01835-826626)**

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Please read the Guidance Notes carefully before completing this application.

You must **answer each question in the space provided** – do not attach separate documents. Please refer to the application notes on the right-hand side when completing

PART 1: About your group

1. What is the legal name of your group?

This should be the same name that appears on your Constitution

2. Name of main contact

Name	
Position in Group	
Home Address	
Post Code	
Telephone Number	
Email Address	

This should be the person who will be the main point of contact for this application

Communication will be via email or telephone. If you have any communication requirements please let us know what these are.

3. Are any Councillors/Scottish Borders Council Officers members of your Management Committee? If so, give names

4. What is the purpose of your group? **(max 200 words)**

Tell us what your group does, the activities it undertakes and in what way it benefits the community it serves

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5. Is your group registered for VAT? YES ☐ NO ☐

6. Tell us what grants your group has received from Scottish Borders Council in the last 2 years

Date	Amount	Project Title

7. Tell us how your group takes account of equal opportunities legislation by including all sections of your community (including promotion of equality of access to services irrespective of race, disability, gender, age, sexual orientation, religious or political beliefs). **(max 200 words)**

Equal opportunities and inclusion is about involving people from different parts of the community in the development and implementation of projects and services. This might involve taking account of issues around gender, ethnic background, disability or access.

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PART 2: About your need for support. Support grants are intended to help groups that are experiencing temporary financial difficulty. **They are not intended to be annual support payments.**

8. Tell us clearly why you need a support grant this year?

9. Based on the actual needs of your group, how much support grant do you need?

£

This should be the minimum amount required to cover your group's temporary financial difficulty

10. Tell us what the support grant will actually pay for?

Item of Expenditure	Cost

Please note the scheme cannot give grants for activities/expenditure which has already taken place. Please refer to the guidance notes to ensure that the costs you are applying for are eligible for assistance

11. Tell us what plans you intend to put in place to overcome this shortfall in the future?

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12. If you have received a support grant before what changes did your group put in place to address the shortfall (ie. revised fundraising plans)

The scheme aims to support voluntary and community groups to become self-sustaining for the future, please detail what measures you have taken to overcome the previous temporary financial difficulty and how successful you have been in achieving this

13. Tell us what difference this support grant will make to your community

Explain to us how this support grant will benefit the needs of your local community ie. does your group deliver a unique service in your area, provide activities which improve health or increase physical fitness, address the needs of a minority group of people etc

14. Tell us if you have applied to any other funding sources for this support (including any other Scottish Borders Council Departments) and the outcome of these applications

If your group is already in receipt of funding for running costs from another Council Department you are unlikely to receive a grant.

If your group is in the process of negotiating funding from another Council Department this must be disclosed. **Failure to do so will result in the application being automatically withdrawn.**

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PART 3. Declaration

Please tick the undernoted to confirm that:-

- You wish to apply for a grant on behalf of your group
- The answers to the questions in this form are true and accurately reflect your group, its finances and your grant request
- The grant monies will be used as described in the application form
- You understand if you make misleading statements or withhold information, your application will become invalid and your group will require to return any grant monies received in full
- You will co-operate with the monitoring of any grant made and comply with the terms and conditions of the scheme
- You accept that if information about this application is requested under the Freedom of Information Act we will release it in line with our requirements under the Act

☐ I agree to all of the above

Title:	Forename(s)	Surname:
Position in group:		Date:

IMPORTANT
Your application can only be considered if all the questions on this form are completed. You must also provide the documents listed in the following checklist. <u>*Failure to enclose the requested documentation will result in the application being returned.*</u>

☐ A copy of your constitution or rules, dated and signed.

☐ Copy bank statement less than three months old.

☐ Copy of your most recent annual accounts (less than 15 months old), dated and signed as approved. (New organisations should submit estimates of income and expenditure for the first 12 months)

Please Note: Constitutions, bank statements, annual accounts <u>must all be in the same name</u>.

This completed form and attachments should be submitted via email to
communitygrants@scotborders.gov.uk or hard copy to**:–**
**Grants Co-ordinator, Scottish Borders Council, Communities & Partnerships Team, Newtown St. Boswells, Melrose TD6 0SA.
Tel: 01835-826626**

You can get this document on tape, in Braille, large print and various computer formats by contacting the address above

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