Community Welfare Trust
Application Form for 2025/26

Applicant Name:	
Community Welfare Trust:	☐ If you are an individual, a Statement of Support is needed from Professional support ☐ Group
Purpose: *(please tick appropriate purpose)*	☐ a) The prevention or relief of poverty ☐ b) The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage ☐ c) The advancement of health, including the advancement of education in health

Summarise what you want to use this funding for. *(max. 100 words)*
(i.e. will it increase access, improve quality of life etc.)

Tell us how your activity/project will make a difference to you/your community. *(max. 100 words)*
Tell us what activities you plan to carry out and how you will deliver it.

Expenditure: Please tell us how much money you need for the entire activity/project.	
Item of Expenditure	**Cost (£)**
Total Expenditure	

How much would you like from the Community Welfare Trust?	

Have you received funding from Scottish Borders Council previously? If so, please detail, the fund name, the amount and the purpose of the grant

Individual/Group/Organisation Details:	
Group/Organisation Name: (if appropriate)	
Contact Name:	
Position in Group/Org: (if appropriate)	
Home Address:	
Post Code:	
Telephone Number:	
Email Address:	

Questions for groups applying

What does your organisation do and who does it support? If appropriate. *(max. 100 words)*

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

Equalities

Does your group have an Equal Opportunities Policy or Equality Statement? **Yes** ☐ **No** ☐

Safeguarding

Does your idea/project involve work with children, young people under the age of 18 or vulnerable adults? **Yes** ☐ **No** ☐

Permissions

Does your project involve work to a building or land? **Yes** ☐ **No** ☐

If so do you have the following? (please tick relevant)

☐ A lease agreement (Date of lease and duration years)

☐ Written permission of owner

☐ Planning permission (Reference No.)

Which locality are you applying to?

How to access Community Welfare Trust funds

The Scottish Borders Community Welfare Trust awards grants of up to a maximum **of £1,000** to **non-constituted groups/individuals** and up to a maximum **of £2,500 to fully constituted groups**. **Please contact the Communities and Partnerships Team to discuss what amounts are available.**

To be successful a group/individual **must:**

- Demonstrate need **or**
- Carry out positive work in the community and be of charitable nature and 'Not for Profit' status **or**
- Be community or socially focused **and**
- Deliver the activity/project within the specified locality/area

Only one funding application can be made to the Community Welfare Trust by any single group in any one financial year.

The funding requested should be the minimum required to enable the project to go ahead.

Please note: if you are successful – it can take up to one month for us to process your payment.

If your project involves construction or refurbishment of a building you need to have heritable ownership of the land or building, or hold a lease which cannot be brought to an end by the landlord for at least 5 years.

You should also have contacted Scottish Borders Council Development Control Officers in advance to discuss projects where they involve physical works.

If required by your project - planning permission needs to be in place before applying for funding.

For assistance in completing this form and all other queries please contact the Communities and Partnerships Team at Scottish Borders Council on 0300 100 1800.

All completed forms should be submitted via email to communitygrants@scotborders.gov.uk or in hard copy to: Grants Administrator, Communities & Partnerships Team, Scottish Borders Council, Council Headquarters, Newtown St. Boswells, Melrose TD6 0SA

Further information can be found on the following website: www.scotborders.gov.uk/communitygrants