

# 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

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### **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:

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### **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 organization and the service you provide:

*E.g. We are a small group of local residents whose aim is to provide social, educational and wellbeing events within our community encompassing the communities of Longformacus, Cranshaws and Ellemford through our village hall structure. These events range from coffee mornings, theatre evenings and currently keep fit classes. We are continually building upon our database of residents within the community who wish to be included/involved with events we have been introducing within the last six months and hopefully within the forthcoming years.*

When was your organisation established?

Is your organisation a registered charity? Yes / No (delete as necessary)

- If yes, please state charity number:

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

**Do the relevant people in your organisation have an up to date safeguarding certificate if necessary for your project?** Yes / No / Not required (delete as necessary)

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### **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?

c) Have you assessed your project to ensure it is as inclusive to those in the community with disabilities as possible?

Tell us about any provisions you will make to enable accessibility.

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### Section 4 – Details of Funding Requested

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

ITEM	QTY	COST
<b>TOTAL PROJECT COST</b>		

How much are you requesting from the Lammermuir Community Fund?

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

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

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?

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### 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.

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: [celcasecretary@gmail.com](mailto:celcasecretary@gmail.com)  
and a signed paper copy sent to:

**Beth Landon, 7 The Anvil, Preston, Duns TD11 3TJ**

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### **Section 6 – Remuneration of Trustees**

*Please read Section 6 of the Guidance Notes to help you fill in this section.*

**Please complete this section if your proposed project is likely to involve payment being made to a trustee (member of the management group) of LCF.**

Name of trustee/s:

Full details of service to be remunerated:

Maximum remuneration proposed:

#### **For completion by LCF Management Group**

Maximum remuneration agreed:

Names and signatures of 2 independent trustees (ie not closely related to the applicant):

Date:

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### **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.***