

Grant Application Form for Amounts over £250

- Please read the guidance notes before you complete this form.
- If making an application on behalf of an organisation, you must be authorised to do so.
- Attach additional information/documents if required
- If applying as an individual complete sections: 1, 3, 4, 7, 8 and 9
- If applying as an individual on behalf of the community complete sections: 1, 3, 4, 7, 8 and 9
- If applying as an organisation complete sections: 1, 2, 3, 4, 5, 7, 8 and 9
- If applying and you are a trustee please complete section 6

Name of Project or Activity

Section 1 - Contact Details

Your name or name of organisation

Are you applying as an individual or on behalf of an organisation (select one)

Individual

Organisation

Individual on behalf of the CELCA community

Contact name

Position

Website

E-mail

Tel. (Daytime)

Tel. (Evening)

Correspondence address for application with your postcode

Section 2a - About your Organisation (if applicable)

Tell us about the main activities of your organisation including aims, objectives & the services it provides. 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 us 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.

Section 2b - About your Organisation (if applicable)

When was your organisation established?

Is your organisation a registered charity? Yes No

If yes, please give your charity number

Do the relevant people in your organisation have an up to date safeguarding certificate for your project? Yes No Not Required

As an organisation are you required to be registered with a regulatory body? Yes No Not Required

If required are you registered with the regulatory body? Yes No

Does your organisation have Public & Employers Liability Insurance? Yes No

If your organisation has insurance please provide details

Note: A copy of your organisations constitution MUST be included with your application

Section 3 - Reason for your Application (benefit to the community)

Please provide a description of your project, what you want to do, why it is needed and how you will achieve its aims. If applying as an individual please tell us if you have undertaken this project before or whether this is a new venture. Grants will be made to applications that benefit the people in the community by advancing community development by supporting local environmental, educational, amenities or other initiatives in the area.

a) What do you want to do with the grant if your application is successful?

b) How will this benefit the community?

c) Please give details of how your project is inclusive and accessible, to everyone within the community.

Section 4 - Details of Funding Requested

Please read section 4 of the guidance notes for more information about cost breakdown, quotes/estimates etc (Include VAT if applicable).

Items of Project / Activity	Quantity	Cost

Total Project / Activity Cost

How much are you requesting from CELCA?

What other sources of funding have you or your organisation applied for in this project/activity? Include the names of funders, the amount you have requested, if you have a decision (or date you expect a decision). If you were successful enter the amount accepted and the date funds received.

Funder Name	Requested Amount £	Do you have a decision Y/N Date decision expected	Application successful (with date) Or denied	If successful & accepted give amount £

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

What is the expected start date for your project?

What is the expected end date for your project?

Section 5 - Financial Details (for Organisations)

Please read section 5 of the guidance notes to help 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

What is your annual income (e.g. in the 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?

Section 6 - Remuneration of Trustees (If applicable)

Please read section 6 of the guidance notes to help fill in this section.

Complete this section if your proposed project/activity is likely to involve any payment being made to a trustee (member of the management group) of CELCA

Name of CELCA trustee

Full details of services to be remunerated

Maximum remuneration proposed

For completion by CELCA

Maximum remuneration agreed

Name of 1st independent trustee (i.e those not closely related to the applicant)

Name of 2nd independent trustee (i.e those not closely related to the applicant)

Signature

Signature

Date

Date

Section 7 - CELCA's Purpose

All applicants must complete this section

CELCA's purpose is to promote opportunity, well-being, recreation and community resilience for the benefit of local residents, groups or organisations within the Lammermuir Community Council Area.

The ways it will do this will include, but will not be limited to:

- Mitigating financial hardship and/or social and economic deprivation
- Supporting access to education, religion and other cultural activities
- Providing facilities and improving the local environment, including for recreation and other leisure time activities
- Promoting the social welfare of local residents and enriching their experience of living in the area
- Facilitating local enterprise and business activity in order to strengthen local employment and learning opportunities.

Please indicate which of the following purposes are included in your funding application

Mitigating financial hardship	Yes	No
Mitigating social & economic deprivation	Yes	No
Supporting access to religion	Yes	No
Supporting access to other cultural activities	Yes	No
Improving the local environment	Yes	No
Improving recreation & leisure activities	Yes	No
Promoting social welfare & enriching life	Yes	No
Local employment & learning opportunities	Yes	No

Section 8 - Checklist

All applicants must complete this section

Please Note - If you do not complete all the relevant sections and supply us with the supporting documents outlined here, 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 that we will be in a position to start the assessment process of your application

- A copy of your Constitution, Articles of Association or other governing document. Not required if previously submitted
- A copy of your most recent approved (signed) 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 a new build, please supply at least two competitive quotes.
- None of the above apply, as I am applying as an individual or a sole trader

Don't forget to sign and date your application

The completed application form should be submitted electronically by e-mail to celcasecretary@gmail.com

Section 9 - Data Protection Act 1998

The information given will be entered and processed by the Administrator of CELCA. The forms will be kept as part of the grant process used for the administration of the grant scheme. Contact details will only be disclosed to third parties for the following purposes: (1) when consulting other organisations, if it is necessary, during the processing of your application. (2) To announce successful projects and to promote via press releases and other bona fide promotional activities, including placement in Lammermuir Life newsletter and website.

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

Name (please print)

Signature

Date