**BANCHORY COMMUNITY FUND**

**Form for applications >£1,000**

Please ensure that you have read the guidelines before completing the application form.

A copy of the guidelines can be downloaded using the link [www.marrareapartnership.org.uk](http://www.marrareapartnership.org.uk).

Any advice on the application process, including timings, is available from Banchory Community Council:

Email: [banchorycommunity@hotmail.com](banchorycommunity@hotmail.com%20%20%20)

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| SECTION 1: YOUR ORGANISATION | | |
|  | **Name of Organisation** |  |
|  | **Address**  **Please provide the address for correspondence** |  |
|  | **Contact Name:**  **Your contact must be someone who can talk about the application and funding needs in detail** |  |
|  | **Contact Telephone Number** |  |
|  | **Contact E-mail Address** |  |
|  | **Please provide a brief description of the activities your group undertakes.**  (Include aims & objectives and key beneficiaries) |  |
|  | **Describe the committee / management structure of your organisation** |  |
|  | **How many members are in your organization?** |  |
|  | **How often does your organization meet?** |  |
|  | **How many paid staff members does your organization have?** |  |
|  | **How many volunteers does your organization have?** |  |
|  | **Are you a registered charity?**  You do not need to be a charity to apply. |  |
|  | **If yes, state your charity registration number** |  |
|  | **Is your organization part of a larger group?** |  |

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| SECTION 2: YOUR PROJECT | | |
|  | **Name of Project** |  |
|  | **How would a successful grant from Banchory Community Fund be utilised?**  **Please include details of what you wish to achieve and how will this benefit the community of Banchory.**  **Also refer to guidelines, ‘What information do you need to provide? And ‘Additional guidelines for applications >£1,000.** |  |

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|  | Which of the following criteria do you believe it meets?  Please tick all that apply | |
| Helps to unite the community | |  |
| Benefits children and young people | |  |
| Community building development | |  |
| Provides improved access to countryside and/or local amenities | |  |
| Improves transport links for the community | |  |
| Improves communication links for the community (newsletters etc.) | |  |
| Helps to improve and sustain wildlife and the environment | |  |
| Preserves local heritage | |  |
| Supports educational development | |  |
| Benefits older people | |  |
| Energy efficient / Environmentally friendly | |  |
| Promotes health and well being | |  |
| Restores derelict land for community benefit | |  |
| Voluntary self-help group | |  |
| Benefits disadvantaged and disabled people | |  |
| Other (please specify | |  |

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|  | Is the funding for a development?  If no, go to question 29 |  |
|  | **Who will carry out the work?** |  |
|  | **Will it involve volunteers or a contractor?** |  |
|  | **When will the development stage start and finish?** |  |
|  | **Who will act as project development manager?** |  |
|  | **Have key milestones been identified? If yes, please specify** |  |
|  | **How will you judge the success for the project?**  Please specify any targets and benchmarks already identified |  |
|  | **If the development involves land and / or buildings not owned by your organization, please specify the landowner(s)’s name** |  |
|  | **If the development involves land and /or buildings, do you have the owner(s)’s permission for the development** |  |
|  | **Please give details of any leasing or purchase arrangements** |  |
|  | **Does this project require planning permission?**  **If yes, please give details and status of any planning permission applications** |  |
|  | **Are you working in partnership with any other groups on this development?**  **If yes, please give details** |  |

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| SECTION 3: FUNDING  Also refer to guidelines ‘What do I need to send with my application?’ and ‘Additional guidelines for applications >£1,000 | | | |
|  | | **How much are you seeking from the Banchory Community Fund?** |  |
|  | | **What is the total cost of the project?** |  |
|  | | **Please provide a breakdown of the main cost elements (or attach itemised list) and attach quotes from more than one source** | |
|  | | **Item or activity** | **Cost** |
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| Total cost of items listed above | | | £ |
|  | **Is your organisation VAT registered?** | |  |
|  | **If yes, what is the recoverable VAT on the amount you are seeking from the Fund?** | |  |
|  | **Do you already have funds towards the application? If so, how much?** | |  |
|  | **Are you applying for external funding from elsewhere?**  **(If no, please go to question 41)** | |  |
|  | **Which other bodies are you applying from?** | |  |
|  | **How much have you applied for?** | |  |
|  | **Will a grant from us assist in triggering match funding from elsewhere?**  Match funding is not a condition of a grant from us but may assist your case | |  |
|  | **Will there be any longer term funding requirements for this application in order to sustain it into the future?** | |  |
|  | **If so, is this source of funding in place?** | |  |
|  | **If a grant is awarded, to whom should the cheque be made payable and to what address should it be sent?** | |  |

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|  | **This area should be used for any other information deemed relevant to your application not already stated** |
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| DECLARATION | |
| *We are authorised to submit this application on behalf of the organisation and certify that the information enclosed is correct. By signing this application form, we agree to abide by the terms and conditions included in the guidelines and any additional special conditions within the letter of award. We understand that we will be required to monitor expenditure and to provide Banchory Community Fund with receipts and reports on the progress of the application as required. We give permission for the fund to record the information in this form electronically. We also give permission for the fund’s involvement in our application to be publicised.* | |
| Signature 1 |  |
| Date |  |
| Signature 2 |  |
| Date |  |

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| CHECKLIST | |
| Please ensure that you have included the following information as it applies to your application. Failure to do so may delay or jeopardise your application. Please use the tick boxes or mark “NA” if not applicable. | |
| The completed application form signed by two people |  |
| Quotes from more than one source, highlighting your preferred supplier and reasons for your choice. |  |
| A copy of your constitution or set of rules for your organisation signed by each of the members of your management committee |  |
| A set of accounts for your organisation signed by your treasurer, or for groups less than one year old - a recent bank statement and annual budget. If you don’t have a bank account provide a description of your banking arrangements. |  |
| If your organisation relates to children or vulnerable people, copies of your Child Protection Policy and Vulnerable Persons Policy |  |

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| ADDITIONAL CHECKLIST FOR DEVELOPMENT PROJECTS | |
| Location plan |  |
| Photographs of the site  (if applicable) |  |
| Detailed plans |  |
| Sketch of the work proposed |  |
| Evidence of the land owner’s permission (if applicable). |  |
| Evidence that planning permission has been obtained (if applicable). |  |

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| WHERE TO SEND YOUR FORM  Please return the completed form to: | Banchory Community Council  <banchorycommunity@hotmail.com> |