



Grant Application Form

Date Rec (admin):

Ref No (admin):

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 organisation. 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

Data Protection Act 1998

The information given will be entered and processed on computer by the Directors of the Blackhill Wind Farm Community Fund Ltd; the forms will also be kept. The information will be used by the Directors 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 Blackhill Wind Farm Community Fund Ltd's 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: _____

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.

In which Community Council area does your Group operate?

When was your organisation established?

Is your organisation a registered charity? Yes No

- If so please state charity number:

How many members does your Management Committee have?

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

Section 3 – Reason for Application

Grants will be made for applications that benefit people in the Blackhill Community by advancing community development by supporting local environmental, educational, amenity or other initiatives in the area.

Please read Section 3 of the Guidance Notes for a detailed list of applications that will – and will not – be considered.

a) What does your organisation want to do with the grant from the Community Fund?

b) How will this benefit the community?

Section 4 – Details of Grant Requested

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

ITEM	QTY	COST
What is the total cost of the project?		£

How much are you requesting from the Blackhill Wind Farm Community Fund? £

What other sources of funding has your organisation applied to for 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	Successful? Y/N/Pending	Application refused Y/N



Grant Application

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

When are the expected start and end dates for your project?

Who will manage the project?

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 the project?

Bank Account Details

Bank: *Account Number:*
Address: *Sort Code:*

Title of bank account:

Completed Application Form should be submitted electronically to:
info@blackhillcommunityfund.co.uk
and a signed paper copy sent to:

Sharon Cleghorn, Administrator
Blackhill Windfarm Community Fund
Clockmill Cottage
Duns, TD11 3QH

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
- 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.
- If your work with children or vulnerable adults you must send a copy of your protection policy
- Don't forget to sign and date the application.