


## 2020/2021 Community Fund Application form – 01 September 2020

Before you start to complete this form, please ensure that you have read the **2020/2021 Community Fund Guidance Notes**

<b>1. How much money are you applying for? Please mark the relevant box</b>	
<input type="checkbox"/> Up to £1.5K Fast Track	<input type="checkbox"/> Up to £5K Un-constituted
<input type="checkbox"/> Up to £5K Constituted	<input type="checkbox"/> Up to £30K Constituted group
<input type="checkbox"/> Over £30K Exceptional project	
<b>2. Which Locality are you applying to? Please mark the relevant box</b>	
 <p> <input type="checkbox"/> Borderswide                  <input type="checkbox"/> Tweeddale                  <input type="checkbox"/> Eildon                  <input type="checkbox"/> Berwickshire                  <input type="checkbox"/> Cheviot  <input type="checkbox"/> Teviot &amp; Liddesdale         </p>	
<b>3. The name of your group/organisation</b>	
Name:	
Phone Number:	
Email address:	
<b>4. The name of your project</b>	
Name:	
<b>5. About your project:</b>	
We want to hear all about your project. Where did the idea come from, has the community helped develop the idea, what would you like to achieve, how will you deliver the project, how will it improve things in your community?	

**6. How will you measure the success of the project within your community?**

What impact do you think the project will have, how will you find out, will it create new opportunities, how will you demonstrate the success of your project? For ideas, [Evaluation Support Scotland](#) has a range of tools to help measure impact.

**7. When do you plan to start your project:**

**8. When will your project end:**

**9. If the project needs ongoing support or maintenance how will you achieve this:**

**10. Finance: Total idea/project expenditure**

Tell us how much money you need for the project.

Item of Expenditure	Total Cost
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
<b>TOTAL PROJECT EXPENDITURE</b>	£

<b>10% organisational financial contribution</b>	£
<b>Request to the Community Fund</b>	£

If the total project cost is more than you are requesting from the Community Fund please tell us how the shortfall will be met and at what stage you are at with the funding (i.e. it's agreed, applied for, not yet applied for):

Other Funding Sources (if applicable)	At what stage?	Amount
		£
		£
		£
		£

**Have you already received funding from the Community Fund this year? Yes / No**

**If this is your 2<sup>nd</sup> application have you submitted the project monitoring and evaluation form for the previous project? Yes / No**

Tell us what grants your group has received from Scottish Borders Council or any other funder in the last three years:

Date	Project Title	Amount
		£
		£
		£
		£

Please detail the current financial position of your group to help us evaluate the funding need for this project:

Signed annual account balance:	£	Recent bank statement balance:	£
If any funds are ring-fenced, please describe for what purpose, this could include upcoming projects, staffing and organisation reserves			

<b>11. If your group is constituted do you have:</b>			
Equal Opportunities Policy	Yes / No	Equality Statement	Yes / No
Does your idea/project involve work with children, young people under the age of 18 or vulnerable adults? Yes / No			
If yes, what protection policies do you have in place and how often are these reviewed? Please provide a copy of these or give full details below:			

<b>12. If your project involves work to a building or land, you need to have appropriate permissions in place before applying to the Local Fund</b>	
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 contact Scottish Borders Council Development Control Officers to discuss projects where they involve physical works. Planning permission must be in place before applying to the Local Fund.	
Do you have the following? (please tick relevant)	
<input type="checkbox"/> A lease agreement, including date of lease and duration of years <input type="checkbox"/> Written permission of owner <input type="checkbox"/> Planning permission Reference No.	

### 13. Agreement

**By signing and submitting this application form you are confirming the following:-**

- You wish to apply for funding on behalf of your group/organisation
- The answers to the questions in this form are true and accurately reflect your group, its finances and your funding request
- You give us permission to publish your application form with appropriate redaction of confidential information
- You will deliver the project/activity as described in this application form
- You understand if you make misleading statements or withhold information, your application will become invalid and your group/organisation will require to return any monies received in full
- You will provide monitoring and evaluation for any funding awarded and comply with the terms and conditions of the fund
- You accept that if information about this application is requested under the Freedom of Information Act we will release it in line with the requirements under the Act.
- You will have any relevant insurance cover in place in respect of the planned project for which funding has been applied

<b>Forename(s):</b>		<b>Surname:</b>	
<b>Position in group/org:</b>		<b>Date:</b>	

#### **IMPORTANT**

**Your application can only be considered once all the questions on this form are completed and all documents listed in the following checklist are provided:**

- A copy of your constitution or rules, dated & signed.
- A copy of your bank statement, less than three months old.
- A copy of your most recent annual accounts (less than 15 months old), dated & signed as approved.
- (New organisations should submit estimates of income and expenditure for the first 12 months)
- Copies of 3 quotations/estimates for items of expenditure over £1,000
- A copy of your Equal Opportunities Policy or Equality Statement if you have one
- A copy of lease agreements, written permissions or planning permissions where appropriate

**Failure to attach/enclose the requested documentation will result in the application being delayed.**

**Please note: Constitutions, bank statements, annual accounts must all be in the same name as the name of the applicant group/organisation given on page one of this application.**

For assistance in completing this form and all other queries please contact the Communities and Partnerships Team at Scottish Borders Council at [communitygrants@scotborders.gov.uk](mailto:communitygrants@scotborders.gov.uk), or on 0300 100 1800.

All completed forms and attachments should be submitted via email to [communitygrants@scotborders.gov.uk](mailto:communitygrants@scotborders.gov.uk)

Further information can be found on the following website: [www.scotborders.gov.uk/communitygrants](http://www.scotborders.gov.uk/communitygrants)