

2021/2022 Eildon Community Fund Application form

Map of communities within Eildon can be found here; [Eildon map | Scottish Borders Council \(scotborders.gov.uk\)](http://Eildon map | Scottish Borders Council (scotborders.gov.uk))

Before you start to complete this form, please ensure that you have read the **2021/2022 Community Fund Guidance Notes**

1. How much money are you applying for? Please mark the relevant box
<input type="checkbox"/> Up to £1.5K <input type="checkbox"/> Up to £15K Please refer to guidance notes for further details on who can apply via A and B
2. The name of your group/organisation
Name: Phone Number: Email address:
3. The name of your project
Name:
4. About your project:
<i>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?</i>

5. What support is there for your project in the community? (a statement of support can be provided)

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 measure it, will it create new opportunities?

For ideas, [Evaluation Support Scotland](#) has a range of tools to help measure impact.

7. When do you plan to start your project if this grant is successful?

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
	£
	£
	£
	£
	£
	£
	£
	£
	£
TOTAL PROJECT EXPENDITURE	£

How much are you applying for from the Community Fund	£
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If the total project cost is more than you are requesting from the Community Fund please tell us how you will make up the difference.

Other Funding Sources (if applicable)	Applied for <input type="checkbox"/> Not applied for <input type="checkbox"/> Have the funds <input type="checkbox"/>	Amount
		£
		£
		£
		£

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

If this is your 2nd 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 in the last three years:

Date	Project Title	Amount
		£
		£
		£
		£

If your group has more unrestricted funds than the value of the application, you should explain what you are planning to do with this money. If you have not set aside this money for anything specific funding is unlikely to be awarded.

Signed annual account unrestricted funds:	£	Recent bank statement balance:	£
Signed annual account restricted funds:	£		
<i>Explain why unrestricted funds cannot be used for your project.</i>			

11. If your group is constituted do you have:

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:

12. Agreement

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

- That you have read the Eildon Community Fund Guidance Notes
- 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

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

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. If you have one.
- 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 £1,500, unless there are valid reasons why fewer quotations are appropriate.
- 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, or on 0300 100 1800.

All completed forms and attachments should be submitted via email to communitygrants@scotborders.gov.uk

Further information can be found on the following website: www.scotborders.gov.uk/communitygrants