

7. How will you measure the success of your project? *What impact do you think the project will have, how will you measure it, will it create new opportunities?*

8. If the project needs ongoing support or maintenance after the grant has been spent, how will you achieve this?

9. Finance:

Tell us how much money you need for the project; the maximum we will award is £2,500 for constituted groups and £500 for non-constituted groups.

Item of Expenditure	Total Cost
	£
	£
	£
Total Project Expenditure	£
10% <i>Financial</i> Contribution for applications over £500	£
Request to the Community Fund	£

If you are providing a contribution in-kind please tell us what this contribution will be (see Guidance Notes).

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 (for example; it's approved, applied for, not yet applied for):

Other Funding

Sources	At what stage?	Amount £
		£
		£
		£

Has your group has received any grants from Scottish Borders Council in the last three years?

Date		Project Title	Funder	Amount
				£
				£
				£

Please detail the current financial position of your group.

Restricted Funds	Unrestricted Funds
£	£

If your group has more savings than the income your group receives in a year, please explain what you are planning to do with this money:

10. Please tick to confirm you have these policies. If you do not yet have these policies, please contact the Communities and Partnerships Team (contact details at the end of this form) for help.

Equal Opportunities Policy/Equalities Statement Yes / No

Does your idea/project involves 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:

Environmental/sustainability policy or statement Yes/No

11. If your project involves work to a building or land, see Guidance Notes (Project Planning) before you answer this question.

Do you have the following? (please tick relevant)

- A lease agreement, including date of lease and duration of years.
- Written permission of owner
- Planning permission. Reference No.:
- Building Warrant

12. 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 accept the Terms and Conditions of grant listed in the Guidance Notes.

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 (or that of your umbrella organisation), dated and 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 and signed as approved. (New groups must be able to provide a 12 month estimate of income and expenditure)*
- Copies of 3 quotations/estimates for items of expenditure over £1,000
- One quotation/estimate for items up to £1,000
- A copy of your Equal Opportunities Policy or Equality Statement*
- A copy of lease agreements, written permissions or planning permissions where appropriate.

*These documents will belong to umbrella organisation if you are working with one. Failure to attach/enclose the requested documentation will result in the application being delayed.

Please note: Constitutions, Rules, 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.

If you have difficulty or are unable to access forms on-line or submit papers by email, and would like assistance in completing this form or have any other queries, please contact the Communities and Partnerships Team at Scottish Borders Council on 0300 100 1800.

Otherwise, 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

You can get this document on audio CD, in Braille, large print and various computer formats by contacting the above address.