



2021/2022 Teviot & Liddesdale Community Fund Pot A Application Form

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

<p>1. Name</p> <p>Name of your group / organisation</p> <p>Contact number</p> <p>Email address</p>	
<p>2. The name of your project</p>	
<p>3. How much money are you applying for?</p>	<p>£</p>
<p>4. About your project:</p>	
<p><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></p>	
<p>5. How will you measure the success of the project within your community?</p>	
<p><i>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?</i></p>	

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6. Project start date	
7. Project end date	

10. Finance: Total idea/project expenditure

Tell us how much money you need for the project.

Item of Expenditure	Total Cost
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
TOTAL PROJECT EXPENDITURE	£

Request to 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 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
		£
		£
		£
		£

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:	£
<i>If any funds are ring-fenced, please describe for what purpose, this could include upcoming projects, staffing and organisation reserves</i>			

11. If your group is constituted do you have:			
Equal Opportunities Policy	Yes / No	Equality Statement	Yes / No
<i>Does your idea/project involve work with children, young people under the age of 18 or vulnerable adults?</i>			
Yes / No			
<i>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:</i>			

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
<p>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.</p> <p>You should also contact Scottish Borders Council Development Control Officers to discuss projects where they involve physical works.</p> <p>Planning permission must be in place before applying to the Local Fund.</p>
<p>Do you have the following? (please tick relevant)</p> <p><input type="checkbox"/> A lease agreement, including date of lease and duration of years</p> <p><input type="checkbox"/> Written permission of owner</p> <p><input type="checkbox"/> Planning permission Reference No.</p>

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

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 & 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
- Copy of one quote / estimate for items of expenditure under £1,000
- A copy of your Equal Opportunities Policy or Equality Statement
- 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