A logo for a community council

Description automatically generated**Community Grant**

**Application Form**

**Please ensure that you have read and understood the questions before you complete this application form.**

**Please write clearly using BLOCK CAPITALS if completing this application form by hand.**

**Section 1: Contact information**

|  |  |
| --- | --- |
| **Name of group organisation:** | |
| **Contact name:** | **Contact number:** |
| **Contact address including postcode:** | |
| **Email:** | |
| **Position in group:** | |
| **Other people/community groups may wish to contact your group–can we pass on your details? (highlight appropriate)  YES / NO** | |
| **Please give a brief description of your group eg, who are you, what type of group are you and what do you do?** | |
| **How many members do you have in your group?** | |

**Section 2: Tell us about the community project/Initiative you want us to support**

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| --- | --- | --- | --- | --- | --- |
| **Why do you need this grant and how will any funding be used?** | | | | | |
| **Who will benefit from this grant and what do you hope to achieve?** | | | | | |
| **How many people will benefit from the project or initiative in these age ranges?** | **0-4yrs** | **5-11yrs** | **12-19yrs** | **20-55yrs** | **55+yrs** |
| **When does your project begin?** | | | | | |
| **What geographical areas will your project serve?** | | | | | |

**Section 3: Achieving our Council Plan and Local Community priorities**

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| **Please tell us how your project contributes to the wellbeing of the people of Evanton:** |

**Section 4: Financing your project/initiative**

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| **What is the total cost of your project?** | |
| **How much funding are you applying for?** | |
| **Is this a completely new project?**  **YES / NO** | **Is the application for a once only cost?**  **YES / NO** |
| **If applying for less than the full project costs, how will you fund the remainder?** | |
| **Please state if you receive any funding and where it is from.** | |
| **Please tell us who else you have applied to, and the result of other funding applications.** | |
| **Have you previously received a grant from K.C.C?  YES/ NO** | **If Yes, please give the date of application and amount:** |

**Section 5: Additional Information**

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| **Is there any other information that you wish to provide in support of your application for funding?** |

**Section 6: Supporting Documents**

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| **You are required to enclose the following documents to support your application for funding:** | **Mark if enclosed/attached (X)** |
| **A minimum of two estimates/quotes from two different independent suppliers** |  |
| **A detailed breakdown of all costs associated with your application for funding.** |  |
| **A copy of a recent bank statement for all accounts held in the name of your group.** |  |
| **A copy of your most recent annual accounts or audited accounts** |  |
| **Your equal opportunities policy or statement. (if applicable)** |  |
| **Your constitution or other governing documents** |  |
| **A copy of your last annual report and/or AGM minutes.** |  |
| **Your child protection policy, where appropriate. (if applicable)** |  |
| **Your safeguarding vulnerable adults policy, where appropriate.** |  |

**Section 7: Declaration**

**Please ensure that this form is signed by a minimum of two appropriate members of your group.**

**In signing this declaration, we agreed that:**

**1. The information provided in this application is correct.**

**2. We will complete and return a Project Completion Report within six months of receiving funding.**

**3. We have adequate and appropriate insurance cover for our activities.**

|  |  |  |
| --- | --- | --- |
| **Chairperson** | **Treasurer** | **Secretary** |
| **Date** | **Date** | **Date** |
| **Please print** | **Please print** | **Please print** |

**Section 8: Project completion report**

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| **Please use this section  to update us after grant money has been spent. Please include what the money was spent on and include any invoices and pictures.** |

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| **Please tell us how you found out about our community grants scheme:** |

**Please return you completed application form, and any supporting documents to; The Treasurer Kiltearn Community Council**

**Per Shelagh Dennett**

**4 Culcairn Steading**

**Evanton**

**Ross-shire**

**IV16 9XN**

**OR Email your completed application, and any supporting documents to;** [secretary@kiltearncc.co.uk](mailto:secretary@kiltearncc.co.uk)