|  |  |
| --- | --- |
| **YOUR ORGANISATION** | |
| Name of organisation: |  |
| Contact name: |  |
| Position in organisation: |  |
| Email address: |  |
| Telephone no.: |  |
| Website: |  |
| Correspondence address: (including postcode) |  |
| Organisation address (if different from above): |  |
| If applicable, what’s your charity number? |  |

|  |  |  |
| --- | --- | --- |
| **PROJECT OBJECTIVES** | | |
| Please tick (once only) which of EKCF’s Charitable Objectives is best advanced by this project: | | |
| Community development/sustainability: | |  |
| Education | |  |
| Arts, heritage, culture or science | |  |
| Facilities for improving life | |  |
| Environmental protection or improvement | |  |
| Relief of those in need | |  |
| Please explain how the project will make a positive difference including who will it benefit and how. If the project is part of the local Development Plan &/or Community Action Plan please state that here. |  | |

|  |  |
| --- | --- |
| **PROJECT DELIVERY** | |
| Project Name: |  |
| Project Description: |  |
| What capital outlays are required e.g. materials, equipment etc? where will they be sourced? |  |
| What professional / contractor services are required? Who will be engaged? |  |
| Do you need planning permission, building warrants or change of use approval etc? Do you have it? |  |
| If you are looking to develop an asset, who owns it? If you don’t own it, what agreements are in place regarding ownership, access or development? |  |
| How will the project be managed? |  |
| What is the timeline for your project? |  |

|  |  |
| --- | --- |
| **FINANCE** | |
| Total Cost of Project: |  |
| Amount sought from EKCF: |  |
| Which Fund are you applying to? | EKCF main fund □ Abbeyfield Fund □ (*choose one*) |
| Breakdown of costs, including in-kind costs, such as volunteer time: |  |
| Amount from Organisation’s own funds: |  |
| Have you applied to other funding sources for this project? |  |
| If “no” please explain why you have not applied elsewhere. If “yes” give details (to whom and amounts). |  |
| Have you obtained different estimates/quotes for the capital &/or services required? If so, please give the details: |  |
| What criteria did, or will, you use to choose the preferred quote? |  |

|  |  |
| --- | --- |
| **PUBLIC/PRIVATE BENEFIT OF THE COMPLETED PROJECT** | |
| Will any specific individual(s) or company benefit financially from the project once it is complete? If so, please give details: |  |

|  |  |
| --- | --- |
| **Have you included the following, if applicable:** | |
| A signed copy of the organisation’s governing documents |  |
| A copy of the most recent set of accounts or similar |  |
| Your most recent statement of balance for the present year |  |
| Evidence of your organisation’s bank account(s), with themost recent bank statement for each account |  |
| Copies of the estimates &/or quotes for outlays & services |  |
| Copies of any planning permissions, ownership titles, wayleaves, lease agreements, servitude rights etc |  |
| Any other supporting info – please list. |  |
|  | |
| If your grant is successful, please supply the following so the grant can be paid into it: | |
| Name of the account |  |
| Sort code |  |
| Bank account number |  |

**Declaration:** I certify that I have read the EKCF Grant Making Policy document, and that the information contained in this application is correct, and that I am authorised to make the application on behalf of the above organisation.

Name: (please print) ……………………………………………………………………………………..

Signed …………………………………………………………

Date ……………………………………………………………

**Due Diligence & GPR**

In making this application I understand that, if awarded a grant, the Charity Trustees will set out the key terms of the grant and any conditions that are attached to it in a grant agreement and require the applicant to sign and return the grant agreement to indicate that they accept the terms and conditions, prior to the funds being transferred to the applicant.

When the Charity Trustees are considering a grant-funding proposal, they will undertake due diligence checks on the applicant. The checks that are undertaken will vary according to the Charity Trustees' assessment of any risks associated with the proposal or the applicant.

By submitting your application, you agree to allow East Kintyre Community Fund to retain your personal data on their database in order to process your application. By submitting your application, you agree to allow East Kintyre to pass your personal data to sponsor organisations if requested to by the sponsor organisation as part of a review.

We will use information that you give us in this form to help assess your application and administer any grant we award you. We may also publish this information on our website or use it to analyse our grant-making. We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating our programmes.  We may also share information with other organisations providing matched funding.

The declaration page can be signed with a jpeg signature or it may be printed and scanned, in order to catch your signature.

If you have any queries regarding this form please contact the secretary at info.ekcf@gmail.com. Completed forms and associated documents should be emailed to this email address.