



**Fort Augustus
and Glenmoriston
Community Company**

For official use only

I/D no ~

Date last Grant ~

Number of Grants ~

Total amount recd ~

Completion report recd ~

Grant Application Form

Group applications up to £10,000.

(All sections of this form must be completed – See accompanying guidance notes for assistance.)

Section 1 – Contact details

Name of group

Contact name:

Position:

Email:

Tel (main):

Website:

Tel (evening):

Correspondence address for this application:

Postcode:

Beneficiary Postcode (see guidance):

Is this a Private address: or a Business address:

Your Organisation address (if different from above):

Is this a Private address: or a Business address:

Postcode:

Section 2 – About the organisation

Where does your organisation work?

In which Local Authority is this?

When was your group established?

Are you a registered charity? Yes No Pending

Please state charity number:

How many members does your Management Committee (or similar) have?

How many Full-time/Part-time staff do you employ? Full Time

Part Time

How many regular volunteers do you have?

What are the main activities of your group or what service do you provide?

Section 3 – Bank details

Account name:

Account number:

Sort code:

Section 4 – The people you work with

Please describe the people you work with (your members or service users) and on average how many people you work with per week, month or year*.

What sort of consultation do you do with the people you work with to ensure that your group is meeting their needs or interests?

What other organisations provide a similar service in your area?

Note that if you work with children or vulnerable adults you must send us a copy of your Child / Vulnerable Adults Protection Policy

Section 5 – Financial details

This section must be completed and your latest annual accounts, checked & signed must also be included with your application. New groups must provide a projection of income and expenditure.

Do you have annual accounts? Yes No New group (please provide projection)

If no, why not?

How many signatures are required to authorise your cheques?

Are any of the authorised signatories related?

(Please refer to our guidance)

If your latest accounts have a year ending date of 31 Dec 2010 or later, we require you to have had them inspected by a suitably competent person independent of your organisation. If applicable, please tell us the name and position of the person who has done this (they should also sign the accounts).

Name:

Position:

What was your total income last accounting year*?

£

**New groups: Projected income in first year*

What was your total expenditure last accounting year?

£

What was your surplus/deficit last accounting year?

£

What are your current reserves?

£

How much of these are unrestricted reserves?

£

Why can these reserves not be used for this project?

Will the sum be expended within one year?

Yes/No

Will the organisation be financially stable during the period of the grant? Yes/No

Section 6 – Details of grant requested

In less than 100 words, what will this grant be used for & what FAGCC heading does it come under?

What is the total cost of the project/service/equipment?

£

How much are you requesting from the Fort Augustus & Glenmoriston Community Company?

£

Who else have you applied to for funding for this project, and for how much?

When will you know the outcome?

Please give more detail about how the grant will be used, including a cost breakdown:

How will this project/service/equipment benefit your community?

How many people will benefit from this?

When will this activity take place? *(See guidelines for dates of Committee meetings when decisions will be made. We need to receive your application 6 weeks before one of these dates.)*

What will happen if the FAGCC cannot award you the grant you have requested?

Section 7 – Details of referee

Name:

Organisation:

Tel (day):

Position:

Section 8 - Is there any further information you would like to provide in support of your application?

Section 9 – Have you included the following with the completed application form?

Those marked * must be included in order for your application to be processed.

*A copy of your signed constitution/trust deed other supporting information

*A copy of your accounts/financial projection *Quotations, if applicable

*A copy of your Child and Vulnerable Adults Protection Policy, if applicable

Declaration: I certify that the information contained in this application is correct, and that I am authorized to make the application on behalf of the above group. I understand that decisions made by the Fort Augustus & Glenmoriston Community Company are final.

Name (please print):

Signature:

Date



Guidelines for Applicants

Group Grants (up to £10,000)

Thank you for requesting information about grants from the Fort Augustus & Glenmoriston Community Company. Please read the following Guidance Notes before completing the application.

The broad aim of the FAGCC is to assist charities and community groups (with charitable aims) working to improve the quality of life and life chances in the fort Augustus and Glenmoriston areas, especially in circumstances where funding is particularly hard to find and where a grant can achieve significant impact in enabling groups to fulfill their own objectives.

Grants are made to groups across a wide spectrum of social, welfare, heritage, educational and community development activities. We must emphasise that the majority of our funding is directed at locally based work involving, and often initiated by, members of that local community.

To apply, groups must have a written signed constitution or governing document, have an annual income of no more than £50k, have a minimum of 3 members on their management committee or board and have a bank account in the group's name with at least 2 unrelated signatories.

Groups do not need to be registered charities to apply, but must be established on a not-for-profit basis.

General Notes:

- Applications can be submitted at any time; however, please note **decisions are made by our Grants Committee 4 times a year usually at the end of each quarter. In order to be sure of a timely decision, PLEASE APPLY AT LEAST 6 WEEKS IN ADVANCE OF THE COMMITTEE MEETING DATE WHEN YOU WILL REQUIRE A DECISION. FOR FURTHER INFO ON DATES, SEE OUR WEBSITE ~ WWW.COMMUNITYCOMPANY.CO.UK**
- It takes us approximately six weeks to process an application. Please apply in plenty of time before the Committee date when you will require a decision. To help you with the planning of your project and as a guide to when you should be submitting your application we now publish the dates on which our Grants Committee meet to make decisions.
Please note it can take up to 3 weeks post decision to receive your cheque. Please take this into consideration when planning your project.
- We will inform you by letter of the outcome of your application as soon as possible. You may telephone or email the Company Administrator if you need earlier, verbal information regarding the success (or otherwise) of your application.
- Applicants must be age 18 years or older (except for when applying for an individual travel/student grant).
- You may only apply for one grant at a time and only one main grant will be awarded each year.
- Any grant received must be spent within one year of award and completion reports submitted.
- Applications from organisations that have previously received grants from the same grants programme may be treated as a lower priority by the Grants Committee if there is a lot of competition for the available funds.
- We cannot award a grant to an organisation if we have not received the relevant Completion Report from a previous Fort Augustus & Glenmoriston Community Company grant. Please also check our eligibility guidelines as these may have changed since any previous application.

We DO NOT currently fund the following:

- Groups whose annual income in the current or previous financial year is over £50,000.
- Groups with fewer than 3 members on their management committee or board.
- Groups/Individuals whose grant request is for the advancement of religion or politics (including requests to support the core activities of religious or political groups).
- The purchase of second hand vehicles.
- The repayment of loans or payment of debts.
- Costs already incurred or activities which will take place before we have made a decision on an application (retrospective funding).
- Trips abroad.
- Payments towards areas generally understood to be the responsibility of statutory authorities.
- Groups who will then distribute the funds as grants or bursaries.
- General fundraising appeals or activities.
- Projects which do not benefit people in the Fort Augustus, Glenmoriston region.
- Applications that are for the sole benefit to flora and fauna. Applicants are invited to demonstrate the direct benefit to the local community and/or service users in cases where the grant application is concerned with flora and fauna.
- Activities contrary to the interests of / or activities likely to bring into disrepute SSE and Falck Renewables.
- Applications from groups/Individuals who have successfully applied before but not returned there completion report.
- Groups which do not have a constitution.
- Groups other than not-for-profit groups.

Guidelines for Completion of the Application Form

- All sections of the application form must be completed. Incomplete applications will be returned.
- Do not state 'see attached' on any part of the form as a substitute for information – although if you wish to include other documents (besides your constitution and accounts) with which to support and supplement your application then you are welcome to do so.

Section 1 – Contact details

- Make sure that this is someone who is familiar with both the workings of the group and of the grant application, as this is the person who will be contacted for any further information.
- Beneficiary Postcode: Please complete when the project aims to take place and benefit those in a different area code to the main correspondence address.
- Please inform us by ticking the appropriate box, as to whether the addresses stated are private (personal home address for example) or a business address.

Section 2 – About the organisation

- We can only consider applications from constituted groups. The name of your group should be the name written on your constitution (or governing document or set of rules). You must send us a copy of your constitution with your application. Your constitution must be signed to show it has been adopted by your management committee.

- Your group does not need to be a charity recognised by OSCR or the Charities Commission to apply for a grant; however, your group should be a non-profit organisation with charitable aims and objectives.
- When describing the main activities of your group/service you provide, please do not simply copy the aims and objectives from your constitution or trust deed. Please try and describe the work your group does in your own words, as this will help us with the assessment process.
- We cannot award a grant to an organisation if we have not received the relevant Completion Report from a previous grant. Please also check our eligibility guidelines as these may have changed since your previous application.

Section 3 – Bank details

- Please ensure that these are accurate otherwise there will potentially be a delay in awarding any successful grant to your organisation. Your 'Account name' should give the exact name in which your account is held (as it is usually shown on your cheque book). We expect this to be the same as the name of your group (as shown on your constitution) and if it is not, we may not be able to give you a grant.

Section 4 – The people you work with

- Describe in this section the particular community of people that the work of your organisation brings you into contact with, and roughly how many people benefit from your work or rely on the service that it provides. If you are a new group then please estimate the number of people that will benefit from the work of the group in general, as well as potential beneficiaries of the project being applied for.
- If your organisation works specifically with children or vulnerable adults, we expect you to have a suitable Child and Vulnerable Adult Protection Policy. Please send us a copy of this with your application. If you do not send this, we may not be able to process your application until we have received it. If you are uncertain whether this applies to your group, please contact us for advice.

Section 5 – Financial details

- We currently only award funding through these grants to smaller Fort Augustus & Glenmoriston-based organisations that have an income of less than £50,000 per annum.
- A copy of your most recent annual accounts must be included with your application. We will be unable to process your application if you include a set of accounts that are out of date.
- Groups who have not yet completed one full year must provide a **projection of income and expenditure for the group's first year of operation**, and also complete Section 5 with any information relevant to this. Please also include any evidence you can of funding pledged or secured, and include details of all your group's income and expenditure, not just that which relates to this application.
- Applicants whose accounts show unrestricted cash reserves well in excess of the grant requested, may be given low priority. (*Unrestricted* reserves are funds held for the general purposes of the organisation, as opposed to *restricted* reserves which will have been provided by a funder or donor for a particular purpose or project.)
- Since the introduction in 2006 of a new regulatory framework for Scottish charities, any registered charity – no matter how small its income – will already be required to subject its annual accounts to some level of independent inspection. Registered companies must do likewise, in accordance with Companies House requirements. These organisations will therefore already be meeting our requirements.
- If your organisation is unincorporated and not a registered charity, you will not necessarily have previously had your accounts inspected. However, FAGCC believes that having someone independent look over your accounts promotes good practice amongst community groups –

promoting transparency and confidence in local organisations, hence this requirement.

- Please make sure your accounts have been inspected by a suitable person and that they have signed them to say so. A model statement for them to use is available from the Scottish Community Foundation (SCF) website. Then, please tell us on the Application Form, who they are and their position – i.e. what qualifies them as suitably competent in this case, e.g. ‘former bank manager’, ‘accountant’, ‘treasurer of community association’.
- Please note that we will only award funds to organisations that have a minimum of 2 signatures required to authorize cheques. We also request that none of the authorized signatories be related. This includes, blood relations, those related through marriage, or people who live together.

Section 6 – Details of grant requested

- You can use this form to ask for any amount up to and including **£10,000** for a group.
- We request that you round figures up to the nearest pound. Please be aware that the maximum grant of £10,000 is only awarded rarely. Ensure that you only apply for what will make the required impact, as this scheme is very competitive.
- Grants can be awarded under the following main headings:
Education and Life Long Learning: To provide assistance to projects or individuals which allows access to learning new skills or qualifications at any age, whether it be in the locality of Fort Augustus & Glenmoriston or outwith the local area.

Transport: Help to provide affordable transport options for local residents in the Fort Augustus & Glenmoriston area to serve within and out with the local boundaries.

Health & Well-being: Help to support intellectual and recreational activities, which contribute to the physical health and emotional stability of local people, which will encourage lifestyle improvements and give the residents of the Fort Augustus and Glenmoriston area a better quality of life.

Heritage & Culture: Promotion and preservation of the locality’s history and unique way of life.

Environment: To support projects, which aim to preserve, improve all aspects of the local environment for future generations.

Regeneration/Housing: Encourage a continual growth of a family based community by supporting local housing initiatives and regeneration for improved opportunities of employment.

- Please give a short description of the project/service/equipment you are applying for in less than 50 words. This will make it easier to describe your project when it comes to publicity. For example;
“Towards the cost of a series of training courses that benefit older people in the community”
“Towards the costs of printing and publishing three issues of a community newsletter”
More detailed information relating to the project should be provided in later sections – here we are looking for a general description of what the grant will be used for.
- State where any other funding for this project is coming from, e.g. local fundraising, other funders, in-kind contribution. Please indicate whether the funding has been received, pledged, or if you are awaiting a decision on a funding application.
- Please give an accurate list of the costs involved in the work, service, project or items for which you need the grant. If the grant requested does not cover all the costs, you should make clear which costs it will cover or go towards and go on to show how you intend to meet the other costs to ensure that the project will go ahead.
- We require quotations if your grant request is for equipment, vehicles or refurbishment work. Please supply at least two competitive quotes. If this is not possible or appropriate, please tell us why.

- If the grant requested is for improvements to a building, we need to know that your group owns the building or has a secure long-term lease on it, so please include this information.
- Please tell us how the grant would benefit your community:

Explain which part of your work the grant will be used for – whether it is, for example:

- for increasing skills, training or for personal development;
- to provide equipment and resources for extending your service;
- to provide information, advice or awareness raising activities;
- to support activities and community events that encourages participation and engagement.

Please detail in this section in what way this funding will benefit the community that your group works with. Useful information in this section would be:

- How will the grant improve your existing work in the community?
 - How many people will benefit from this particular project?
 - What difference will the funding will make in the short or long term?
- If you are applying for equipment, it is important that you elaborate on how the particular items will benefit people in your particular community. In particular if you are applying for **computer equipment** or individual items which will be used by one person (such as clothing) your application should tell us who will use it and how often, and should also indicate how this will bring wider benefits to your service users or the community.
 - If your project is time specific then please make sure your application is made in plenty of time to receive a decision before the project takes place. The turnaround time for a Main Grant application is up to 3 months.

Section 7 – Details of referee

- Your choice of referee should be someone who knows about your project and its activities. e.g. someone from the social work department or your local Council of Voluntary Service, or a previous or other funder. The referee must be independent and must not be a member of your management committee. Contacting the referee is a part of the assessment process. Please ensure that the referee knows about this application and is willing to be contacted by us.

Section 8 – Further Information

- This section allows you to add any additional information you think may be relevant to your application.

Section 9 – Checklist

- Please check your enclosures carefully as incomplete applications will be returned.
- We cannot assess an application from a group without a copy of a signed constitution (or other governing document) and we also need a copy of your most recent audited accounts or, for new groups, a projection of the first year's income and expenditure.
- We require quotations if your grant request is for equipment, vehicles or refurbishment work. Please supply at least two competitive quotes. If this is not possible or appropriate, please tell us why.
- Do not forget to sign and date the application form. **We do not accept applications by e-mail.**
- Please check you pay the correct postage for the size and weight of your application. We do not take responsibility for the return or non-delivery of applications sent with insufficient postage.
- If you work with children or vulnerable adults you must send us a copy of your Child / Vulnerable Adults Protection Policy.

What happens next?

An assessor will contact you by phone to arrange conducting a short telephone interview. **If you know that you will not be available for this at particular times or for a particular period in the near future, it will be helpful if you include a note to that effect in section 8 or attached to the application, as your application cannot be considered if our assessor cannot contact you.**

Your application will then be forwarded to the next appropriate Grants Committee meeting – these take place regularly. You will be notified of the outcome by letter.

Should you have any queries or need help with completing the form please contact us.

Completed forms should be sent to:

**The Administrator
Fort Augustus & Glenmoriston Community Company
PO Box 2
Fort Augustus
PH32 4DJ**

**Tel: 01456 486771
E-mail: contact@CommunityCompany.co.uk**

The Fort Augustus & Glenmoriston Community Company is registered charity (no: SC038513, company registered in Scotland no: SC327834)