



Fintry Common Good Fund Grant Application Form

**For grants from £500 - £2,500 All sections of this form must be completed.
Please refer to the guidelines.**

Please note the text boxes will expand as you type.

Section 1: Contact details

Name of Organisation:	
Main Contact:	
Position:	
Telephone (main):	
Telephone (alternative):	
Email:	
Website:	
Correspondence address for this application, including postcode.	
Your organisation address including postcode (if different from above).	

Section 2: About the organisation

When was your organisation established?	Month		Year	
What type of organisation are you? Please check the boxes as appropriate:	Registered Charity. If yes, please provide your Charity Number.			<input type="checkbox"/>
	Limited company. If yes, please provide your Company Number.			<input type="checkbox"/>
	Unincorporated Club or Association			<input type="checkbox"/>
	SCIO. If yes, please provide your Company Number			<input type="checkbox"/>

		SC
	Community Interest Company, If yes, please provide your Company Number	<input type="checkbox"/>
		SC
	Other – please specify	<input type="checkbox"/>

How many of the following are involved in the organisation (numbers)?

Full time staff:	Part time staff:	Board/Management Committee:	Volunteers:	Members:

Briefly describe the purpose of your organisation, outlining the main activities and services you provide.

Please describe who benefits from the work of your organisation (e.g. members or service users) and on average how many people you work with per week, month or year.

Section 3: Financial details

What was your total income last accounting year?	£
What are your current unrestricted reserves?	£
Why can these unrestricted reserves not be used for this project?	
Please state the name and position of the independent person who has examined your accounts.	
Bank account name:	
Please note if your account name is not the same as the name of your organisation, we may not be able to make a grant. If it is different, please state the reason why.	

[Empty grey box for project description]

Section 4: Your project

Please provide a brief description of the project you are applying for including details of what it will do and how it will be run.

[Empty grey box for project description]

How many people will benefit directly from the project?

Please tell us how you have worked this out.

[Empty grey box for response]

What consultation have you done to ensure this project will meet the needs and interests of those involved?

[Empty grey box for response]

What difference will your project make to the people involved and how will you know this?

[Empty grey box for response]

When is the expected start and end date of the project? Start: End:

Section 5: Details of grant requested

What is the total cost of the project?	£
How much are you requesting?	£
How much have you raised so far?	£

Please state below other plans for raising the funds required.

Source of Funds	Amount Requested	Item/description	Confirmed Y/N	Date expect to receive decision
	£			
	£			
	£			
	£			

Will you be contributing any of your own funds to the project or fundraising locally to help meet the costs?

YES / NO

If so, please state how much and how these funds have been raised.

Please provide a full cost breakdown of the amount you are applying for:

Item/Description	Amount
	£
	£
	£

Section 6: Details of referee and Declaration

Name:	
Organisation:	
Position:	
Telephone (day):	
Email:	
Address:	

Relationship to your organisation:

Declaration: I declare that the information contained in this application is correct, that the constitution (or other governing document) submitted with the application is the most up-to-date version adopted by the members of the above organisation, and that I am authorised to make the application on behalf of the above organisation and with whom it has been discussed. I understand that decisions made by the FCC are final.

I declare that the following FCC members are actively engaged with the work of the group and will therefore have an interest in this application:

Name of member and nature of interest or relationship to the organisation:

OR

I declare that no FCC members are actively engaged with the work of the group.

Name (please print):

Signature:

Date:

By submitting your application, you agree to allow the Fintry Community Council to retain your personal data in order to process your application. We will use the information you give us 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 for our own research or through the Foundation for others. 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.

Sending us the application: Checklist

Please don't forget to sign and date the application form and post to: FAO Treasurer, Fintry Community Council. VIA Fintry Community Council post box within Fintry Sports Club. Emailed applications need to include scans of supporting documents.	<input type="checkbox"/>
Please enclose a copy of your constitution (or other governing document).	<input type="checkbox"/>
Please enclose a copy of your most recent independently examined annual accounts signed by the independent examiner or, for new groups, a financial projection of the first year's income and expenditure.	<input type="checkbox"/>
Please enclose quotations as required. If this is not possible or appropriate, please tell us why in a covering letter.	<input type="checkbox"/>
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.	<input type="checkbox"/>