

BANCHORY COMMUNITY FUND

Form for applications >£1,000

Please ensure that you have read the guidelines before completing the application form.

A copy of the guidelines can be downloaded using the link www.marrareapartnership.org.uk.

Any advice on the application process, including timings, is available from Banchory Community Council:
Email: banchorycommunity@hotmail.com

SECTION 1: YOUR ORGANISATION		
1.	Name of Organisation	
2.	Address Please provide the address for correspondence	
3.	Contact Name: Your contact must be someone who can talk about the application and funding needs in detail	
4.	Contact Telephone Number	
5.	Contact E-mail Address	
6.	Please provide a brief description of the activities your group undertakes. (Include aims & objectives and key beneficiaries)	

7.	Describe the committee / management structure of your organisation	
8.	How many members are in your organization?	
9.	How often does your organization meet?	
10.	How many paid staff members does your organization have?	
11.	How many volunteers does your organization have?	
12.	Are you a registered charity? You do not need to be a charity to apply.	
13.	If yes, state your charity registration number	
14.	Is your organization part of a larger group?	

SECTION 2: YOUR PROJECT

15.	Name of Project	
16.	<p>How would a successful grant from Banchory Community Fund be utilised?</p> <p>Please include details of what you wish to achieve and how will this benefit the community of Banchory.</p> <p>Also refer to guidelines, 'What information do you need to provide? And 'Additional guidelines for applications >£1,000.</p>	

17.	Which of the following criteria do you believe it meets? Please tick all that apply
Helps to unite the community	
Benefits children and young people	
Community building development	
Provides improved access to countryside and/or local amenities	
Improves transport links for the community	
Improves communication links for the community (newsletters etc.)	
Helps to improve and sustain wildlife and the environment	
Preserves local heritage	
Supports educational development	
Benefits older people	
Energy efficient / Environmentally friendly	
Promotes health and well being	
Restores derelict land for community benefit	
Voluntary self-help group	
Benefits disadvantaged and disabled people	
Other (please specify)	

18.	Is the funding for a development? If no, go to question 29	
19.	Who will carry out the work?	
20.	Will it involve volunteers or a contractor?	
21.	When will the development stage start and finish?	
22.	Who will act as project development manager?	
23.	Have key milestones been identified? If yes, please specify	
24.	How will you judge the success for the project? Please specify any targets and benchmarks already identified	
25.	If the development involves land and / or buildings not owned by your organization, please specify the landowner(s)'s name	
26.	If the development involves land and /or buildings, do you have the owner(s)'s permission for the development	
27.	Please give details of any leasing or purchase arrangements	
28.	Does this project require planning permission? If yes, please give details and status of any planning permission applications	
29.	Are you working in partnership with any other groups on this development? If yes, please give details	

34.	Is your organisation VAT registered?	
35.	If yes, what is the recoverable VAT on the amount you are seeking from the Fund?	
36.	Do you already have funds towards the application? If so, how much?	
37.	Are you applying for external funding from elsewhere? (If no, please go to question 41)	
38.	Which other bodies are you applying from?	
39.	How much have you applied for?	
40.	Will a grant from us assist in triggering match funding from elsewhere? Match funding is not a condition of a grant from us but may assist your case	
41.	Will there be any longer term funding requirements for this application in order to sustain it into the future?	
42.	If so, is this source of funding in place?	
43.	If a grant is awarded, to whom should the cheque be made payable and to what address should it be sent?	

44.

This area should be used for any other information deemed relevant to your application not already stated

DECLARATION

We are authorised to submit this application on behalf of the organisation and certify that the information enclosed is correct. By signing this application form, we agree to abide by the terms and conditions included in the guidelines and any additional special conditions within the letter of award. We understand that we will be required to monitor expenditure and to provide Banchory Community Fund with receipts and reports on the progress of the application as required. We give permission for the fund to record the information in this form electronically. We also give permission for the fund's involvement in our application to be publicised.

Signature 1	
Date	
Signature 2	
Date	

CHECKLIST

Please ensure that you have included the following information as it applies to your application. Failure to do so may delay or jeopardise your application. Please use the tick boxes or mark "NA" if not applicable.

The completed application form signed by two people	
Quotes from more than one source, highlighting your preferred supplier and reasons for your choice.	
A copy of your constitution or set of rules for your organisation signed by each of the members of your management committee	
A set of accounts for your organisation signed by your treasurer, or for groups less than one year old - a recent bank statement and annual budget. If you don't have a bank account provide a description of your banking arrangements.	
If your organisation relates to children or vulnerable people, copies of your Child Protection Policy and Vulnerable Persons Policy	

ADDITIONAL CHECKLIST FOR DEVELOPMENT PROJECTS

Location plan	
Photographs of the site (if applicable)	
Detailed plans	

<p>Sketch of the work proposed</p>	
<p>Evidence of the land owner's permission (if applicable).</p>	
<p>Evidence that planning permission has been obtained (if applicable).</p>	
<p>WHERE TO SEND YOUR FORM Please return the completed form to:</p>	<p>Banchory Community Council banchorycommunity@hotmail.com</p>