

## FEUGHDEE WEST COMMUNITY FUND

### Large Project Application Form (Spend over £1,000)

Before completing this form, please read our guidelines. Copies of forms, guidelines and advice on the application process and timings are available from: <http://marrareapartnership.org.uk> or

Lorna Tyrrell, [lorna\\_ty@hotmail.com](mailto:lorna_ty@hotmail.com) tel: 01330 823296

Some questions may not be applicable to your application, please answer these "NA".

If you require more space for your answers please continue on a separate sheet of paper.

<b>SECTION A: YOUR ORGANISATION</b>		
<b>1</b>	<b>Name of your organisation</b>	
<b>2</b>	<b>Address</b> Please provide the address for correspondence	
<b>3</b>	<b>Contact details: Name</b> Your contact must be someone who can talk about the application and funding needs in detail	
<b>4</b>	<b>Position in organisation</b>	
<b>5</b>	<b>Address</b> (if different from that above)	
<b>6</b>	<b>Tel (day)</b>	
<b>7</b>	<b>Tel (evening)</b>	
<b>8</b>	<b>E-mail</b>	
<b>9</b>	<b>Geographic area covered by organisation</b> The application for which you are seeking support must fall within our designated areas - see our guidelines	
<b>10</b>	<b>How many members are in your organisation?</b>	

11	How often does your organisation meet up?	
12	How many paid staff does your organisation have?	
13	Describe your organization and Committee/Management structure	
14	How many volunteers / Non Managers does your organisation have?	
15	Others? (please describe role)	

<b>SECTION B: YOUR PLAN</b>		
16	Title of scheme for which you are seeking support	
17	Does the plan have a specific location?	
18	If Yes, where is it located	
19	<b>Why does your community need this application?</b> Please tell us about any preliminary community consultation, feasibility study or other evidence of need	

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

21	<b>Is the funding for a development?</b>	<b>Go to Question 23</b>
22	<b>Is the funding for something else?</b>	<b>Go to Question 35</b>
23	<b>Who will carry out the work?</b>	
24	<b>Will it involve volunteers or a contractor?</b>	
25	<b>How will the project be managed?</b> Please state how it will be managed in both the short and long term	
26	<b>When will the application start and finish and are there any key landmarks along the way?</b>	
27	<b>How will you judge the success of the application?</b> If you have benchmarks/ targets please tell us about them. Be realistic as we shall use them in monitoring the application	
28	<b>If your application involves land or building that your organisation does not own, who is the landowner and do you have their full permission?</b>	
29	<b>Include here details of any leasing arrangement or indicate if you intend to buy property</b>	
30	<b>Does this project require planning permission? If you require planning permission have you applied for, or obtained, permission?</b>	
31	<b>Are you working in partnership on this application with any other groups? If so, please identify them</b> Include the names of any community, voluntary or statutory organisations that you are working with or are supporting you	
32	<b>Will the benefit of the fund be fully accessible to the public?</b>	
33	<b>How many years do you expect the benefit of this fund to last?</b>	
34	<b>How often will the benefit of this fund be utilised?</b>	



46	Will there be any longer term funding requirements for this application in order to sustain it into the future?	
47	If so, is this source of funding in place?	
48	Has your organisation successfully received funding from the Feughdee West Community Fund previously? When, and how much did you receive?	
49	If a grant is awarded, to whom should the cheque be made payable and to what address should it be sent?	
50	Please describe how this project provides value for money and the steps you have taken to ensure this.	

**51**

**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 grant guidelines and any additional special conditions within the letter of award. We understand that we will be required to monitor expenditure and to provide the Feughdee West 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

Position

Signature 2

Date

Position

## INDEPENDENT REFERENCE

This section should be completed by someone who knows your organisation and can support your application.

**Name**

It cannot be a member of your management committee, a volunteer or user of your group.

**Occupation**

**Contact address**

**Daytime telephone**

**I can confirm that I know the applicant organisation. I have read this application and the request for funding. I support the proposal and am happy to be contacted to discuss the application further.**

**Signature**

**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**

**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 your organisation relates to children or vulnerable people, copies of your Child Protection Policy and Vulnerable Persons Policy**

## CHECKLIST FOR DEVELOPMENT PROJECT

**Location plan for the application**

**Photographs of the site (if appropriate)**

**Detailed plans**

**Sketch of the work proposed**

**Evidence of the land owner's permission (if appropriate)**

**Evidence that planning permission (if appropriate) has been obtained.**

## WHERE TO SEND YOUR FORM

**Please return the completed form to:**

**Please mark the envelope 'Application Form'**

**Mrs Lorna Tyrrell,  
Bee Croft,  
Inchmarlo,  
AB31 4AT**