Todhill (Larbert, Stenhousemuir & Torwood) Wind Farm Fund

Grant Application Form Guidance

The following guidance is designed to assist with applying for a grant from the Todhill (Larbert, Stenhousemuir & Torwood) Farm Fund. Please refer to it when making your application.

Occasionally, application materials are revised or changes made to grants programmes. Please check the website at **https://www.foundationscotland.org.uk/programmes/todhill/** for information about any recent or forthcoming changes and to ensure you have the most up to date information about the Fund.

Section 1 – Contact details

Name of organisation
The name of your organisation should be inputted as it appears on your constitution (or governing document or set of rules).

Main Contact
The main contact should be the person who is best placed to provide further information about both the grant request and the organisation. This is the person we will contact by phone to discuss the application. Please make sure they will be available and let us know if they are away for any time during this period.

Position
This should be the position the main contact holds in the organisation e.g. your job title if you are a paid member of staff or, if you are a volunteer, your role within the group.

Tel (main)
Please provide the phone number that you can be contacted on during the day. This could be a landline or mobile.

Tel (alternative)
Please provide an alternative phone number to the main phone number provided above. This could be an alternative landline or mobile.

Email
Please provide the email address for the main contact person for this application.

Website
Please provide the website address of your organisation. If the organisation does not have a website address then please leave blank.

Correspondence address
This could differ from your organisation's fixed address should you prefer correspondence relating to your grant application to be sent to a more convenient address, for example, your organisation's premises may only be open certain days/times during the week.

Organisation address
If the correspondence address provided above is the home address of the main contact then please provide the organisation's fixed address here.

Section 2 – About the organisation

When was the organisation established?
Please provide the month and year your organisation was formally constituted.

What type of organisation are you?
Please select the legal status/structure of the organisation. Your group does not need to be a registered charity to apply for a grant; however, your group should be a non-profit organisation with charitable aims and objectives, and this should be reflected in your constitution or governing document, which you must send us with the application form. **Please note your governing document must be signed by at least 2 members of the management committee to demonstrate that it has been formally adopted.** If you are unsure if your group is eligible, please contact us for advice.

How many of the following are involved in the organisation (numbers)?
- Staff: Part time staff are considered those who work 16 hours or less, full time are those who work more than 16 hours.
- Management committee: there must be a least three management committee members.
- Volunteers: this number should not include the voluntary management committee members already noted.

Describe the purpose of your organisation, outlining the main activities/services you provide.
Please do not simply copy the aims and objectives from your constitution. Please describe the work your group does in your own words, as this will help us with the assessment process.

Please describe who benefits from the work of your organisation (i.e. members or service users) and on average how many people you work with per week, month or year?
Describe in this section the 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 organisation then please estimate the number of people that will benefit from the work of the organisation in general, as well as potential beneficiaries of the project being applied for.

Section 3 – Financial details

A copy of your most recent approved annual accounts must be included with your application. They should be **signed by at least one member of your management committee**. They should also have been **independently inspected and signed**. We will be unable to process your application if you do not send us these or include accounts that are out of date and/or unsigned.

Organisations less than a year old must provide a **projection of income and expenditure for the group's first year of operation**. This is an outline of where you anticipate receiving funding from and what you will be spending this on. An independent examiners signature is not required but the projection must be signed by two management committee members. 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 the project that is the subject of this application.

What was your total income last accounting year?
This should include all income i.e. grants, fundraising, sales etc. This figure should match the total income figure as stated in your most recent annual accounts.

What are your current unrestricted reserves?

Unrestricted reserves are funds held for the general purposes of the organisation. Restricted reserves are provided by a funder or donor for a particular purpose or project.

Why can these unrestricted reserves not be used for this project?
Please inform us if the organisation has ring-fenced any of its unrestricted reserves for a particular project i.e. purchase equipment, repair and maintenance of premises, in the event of redundancies etc.

Bank account name
Please provide the exact name in which your account is held (as it is usually shown on your cheque book or bank statement). The account name should match the name on your governing document otherwise we may not be able to make a grant. Where applicable please state the reason(s) why it is different. Please note we do not require the sort code or account number at this stage. Please **do not** provide the name of the Bank/Building Society.

Please note we expect groups to require at least 2 unrelated people to authorise cheques from their account. If this is not the case, we may not be able to award you a grant.

Section 4 – Your Project

Please describe the project's aims, how it will be run and what a grant from the Community Fund will be used for.

Please provide a brief overview of the project and who is involved. Then give a concise description of the project/service/equipment you are applying for. This should include an outline of the activities or equipment that the grant will pay for, how many / how often they will be run, and where they will be located or delivered. For example (this is not an exhaustive list):

> "Towards the cost of a series of six training courses that will benefit older people in the community. Courses will be run weekly between August and September in the Community Centre"

> "The grant will contribute towards the salary of an administrative worker for a year, who will support volunteers to organise and run a series of events celebrating local heritage"

> "Providing a range of indoor and outdoor equipment for a project that benefits disadvantaged young people. This will include two laptops and sports equipment."

> "Towards the costs of printing and publishing 500 copies of a quarterly community newsletter"

How many people will benefit directly from the project?
Please provide a realistic estimate, or exact figure – if known - of those that will benefit from the project to which your application relates.

Please tell us how you worked this out.
If possible, please break down the figure inputted above e.g. "60 will benefit in total – this was calculated based on 20 people attending the training course which will be delivered in 3 blocks over the course of the year."

We understand that it may be hard to predict the number of people who will benefit, but please consider the following:

- We only need to know about people who will benefit during our period of funding.
- We are interested in individuals who will directly benefit from your services or project.
- If your project is complex and a range of people will benefit, which proves difficult to quantify, please explain why.

What consultation have you done to ensure this project is relevant?
Please tell us how you have identified the need for your project. This should include the process you went through with potential beneficiaries/the community to establish the need for the project, for example focus groups, questionnaires, surveys, public meetings etc. It is important that you can evidence the need for the particular service or activity you are applying for and ideally, that you can also demonstrate local support for the proposal. This will help satisfy the Panel that you have consulted an appropriate and proportionate number of the intended beneficiaries of the project, and can demonstrate they are supportive of it.

How does your project fit with one or more of the Fund's priorities? (Refer to the Fund Factsheet)
Please refer to the Fund Factsheet for further information about these. We may ask you more about the project's fit with the Fund's priorities during the assessment call.

How does your project address any of the Fund's cross-cutting issues? (Refer to the Fund Factsheet)
As well as demonstrating a fit with the Fund priorities, please outline how the project also addresses any of the cross-cutting issues to enhance its impact. Please refer to the Fund Factsheet for details.

What is the expected start and end date of the project?
When do you realistically expect to start and complete the project? Please ensure you submit your application well in advance of your project start date, as we cannot fund activity that takes place before an award is agreed.

Section 5 – Details of grant requested

Please note that the Panel welcomes applications for projects where other funding sources for the project are also being explored. An award from us should not displace funding that could be obtained from other sources, but should help lever-in additional funds if possible. Additionally it should not reduce community-based groups' commitment to organising local fundraising activities. Ideally, applicants can demonstrate that a percentage of the total project cost will be sourced from other funding sources, including the applicant organisation itself, which might be in a position to contribute to the project cost. In exceptional circumstances 100% funding may be considered.

What is the total cost of the project?
Please provide the total cost of all the expenditure required to successfully deliver your proposed project. Please note the total cost of project may be different to the value of the grant request.

How much are you requesting?
This is the amount of money you are requesting from the Fund and not the total cost. Please note the Fund will generally not support 100% of the total project cost.

How much have you raised so far?
This should include all fundraising and grants received to date in relation to the project you are applying for only. Of the total project cost, how much have you raised so far from other sources?

In the table provided please input the details of other funding applications you have submitted/secured to support the project you are applying for, whether successful or not. Please do not include applications which are not directly relevant to this application. Where available, please indicate when you will know the outcome of any outstanding applications.

Will you be contributing any of your own funds to the project or fundraising locally to help meet the costs? If so, please state how much and how these funds have been raised.
Please state if you are allocating any of your own funds to the project and how much. Please outline any fundraising activities you have undertaken or are planning; provide details on how much you have

raised/expect to raise and when the event took place/proposed to take place.

Please provide a full breakdown of the costs related to the grant request
Awards can support a wide range of activity including equipment costs, running costs for local groups, staff or sessional worker costs, consultations, maintenance or refurbishment of community facilities etc. Please provide a breakdown of these, listing the items for which you are requesting a grant in as much detail as possible and showing how you have worked costs out where appropriate. For example: "Tutor costs 10 hrs/week @ £10/hr = £100/week". Do ensure the breakdown adds up to the amount you have requested. Please ensure you include two competitive quotes with your application.

Section 6 – Making a difference

What difference will your project make and to whom?
Please describe the changes you anticipate the project will bring to people's lives. This information will help the Panel form a view on the likely **impact** of a grant award.

How will you know the project is achieving this impact?
Please explain how you will know that these changes are happening. Tell us what kinds of things you will be looking for. This isn't to do with the number of services, events or activities you will provide or how many people get involved. It's about the difference those services, events or activities make. We may ask you more about this at the assessment stage.

Foundation Scotland's outcomes
To better measure the impact of funding we distribute, Foundation Scotland is currently piloting an approach of categorising all awards it makes. Please help us with this by identifying the single category that best describes the impact your project will have. We will ask you more about this at the assessment stage.

Section 7 – Details of referee

Your choice of referee should be someone who is contactable during the day, who knows about your project and its activities e.g. someone from the social work department or a local third sector support agency, or a previous/other funder. **The referee must be independent and must not be a member of your organisation but should be familiar with its work.** Please ensure the referee knows about this application and is willing to be contacted by an assessor during working hours Monday - Friday.

What happens next?

In the first instance, we will check your application is in order and has been submitted with the necessary information. We will contact you immediately if there is anything missing or if you are ineligible to apply. An assessor will then contact you to arrange a short telephone conversation to learn more about your project and request for funding. If you will be unavailable for any significant period, please include a note to that effect in a covering letter, as your application may not be considered if our assessor cannot contact you.

You will then be informed of the Panel's decision by email (or letter if an email address has not been supplied). **Please do not contact us to find out whether your application has been successful or not as we wish to use this valuable time to process applications.**

You can send completed applications by email to: rosalind@foundationscotland.org.uk or by post to:

Programme Administrator, Foundation Scotland, 22 Calton Road, Edinburgh   EH8 8DP

For any questions, please contact the Programme Administrator on 0131 524 0300 or by email at the address above.