



(Please add additional pages if you need more space to give further details)

Part 1. Your contact details

Name of your organisation	
Address	
Contact Name & position in your organisation	
Contact telephone no.	
Contact Email	
Alternative address for This application	

If you will be working with other organisations please list below. Please supply copies of any confirmed partnership agreements or letters of support (if applicable)

Name of partner organisations	Contact email / phone

Part 2a. About your organisation

Type of organisation (please tick the one which applies)	
<ul style="list-style-type: none"> • Registered charity • Registered company • Social Enterprise • Church group • Voluntary Organisation • Other – please describe 	Charity Number Company Number
Year Founded	
Bank Account Name	
Bank Name & Sort Code	
Bank Account Number	
Please give 2 additional names, addresses, email contact & phone numbers of your office bearers or committee members	
Person 1	Person 2



<p>Part 2 b For existing groups only:</p>																	
<p>Please give a brief history of your group's track record and recent achievements / work in the community.</p>																	
<p>How many people, and what categories of people currently benefit from your group's services / activities?</p>																	
<p>What percentage of your members are from Strathglass and what percentage of beneficiaries of the project will be from Strathglass?</p>																	
<p>How is your organisation funded?</p>																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Funding source</th> <th>Approx. % of running costs provided by each funding source</th> </tr> </thead> <tbody> <tr> <td>Membership</td> <td></td> </tr> <tr> <td>Grants</td> <td></td> </tr> <tr> <td>Sponsorship</td> <td></td> </tr> <tr> <td>Fund-raising</td> <td></td> </tr> <tr> <td>Business activities</td> <td></td> </tr> <tr> <td>Government</td> <td></td> </tr> <tr> <td>Other</td> <td></td> </tr> </tbody> </table>		Funding source	Approx. % of running costs provided by each funding source	Membership		Grants		Sponsorship		Fund-raising		Business activities		Government		Other	
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Part 2 c For start-up groups only :

Please give a brief description of how you identified the need for your proposed group or project.

How many people, and what categories of people will benefit from your proposed new group or project?

What percentage of your members are from Strathglass and what percentage of beneficiaries of the project will be from Strathglass?

Will the group continue after this particular project is completed?
If so, how will you fund your future activities?



Part 3. Your Project / Proposal

Describe the project for which you require a grant. What services or activities do you want to provide? If you are applying for general running costs or salary costs please give details about the job description for the salary or a breakdown of costs which make up the overall running costs budget.

If this is a new project/service please explain why you have decided it is needed. Do you have the expertise within your existing group or will you bring in new staff or contractors? If so, who do you intend to employ to do the work?

How will people find out about your project and how will you engage your target audience in the project?



Part 4. Your Funding Requirements

What is the total cost of your project? (please also enclose a separate detailed budget breakdown)	
What is the total amount of funds you have secured to date?	
Which other organisations have you applied to, and for how much funding?	
How much grant are you requesting from SCF? Note: Please check with SCF for details of the current level of funding available	
When will you require the funds from SCF? (Note 1: you can apply for running costs for more than one year. Note 2. A grant needs to be spent within one year of being received into your account. Note 3. You can ask for a delayed award whilst you secure additional funds or agreements etc.)	

Part 5. Measuring Success

How will you judge whether or not your project has been successful?
Please give details of your project milestones or annual targets for the next 1-5 years as applicable

Note: you will be asked to supply photographs, receipts and a letter to explain how your grant was used, within one year of receiving your grant, in order to support SCF's governance as an accountable charity.



Part 6. Declaration and Signature (to be signed by two office bearers)

I declare that the information I have given in this application is true and accurate to the best of my knowledge. I understand that knowingly providing false information will invalidate this application and result in the requirement to repay any grant made. I confirm that if a grant is made by the Strathglass Community Fund to us, then it will be used for the purposes described in this application and failure to do so will result in the requirement to repay the grant.

Signed

Date

Signed

Date

Part 7. Enclosures (please tick as appropriate)

Detailed project budget (required) including staff hours and hourly rates, volunteer time available, capital costs, maintenance plan, professional fees etc	
Quotes for capital items over £400	
Latest annual accounts (or management accounts and bank statement if you have been operating for less than a year)	
Partnership agreements (give number enclosed)	
Letters of support (give number enclosed)	
Child Protection and vulnerable Adults policy (if you work with children or older people)	

Please return this form to:

Strathglass Community Fund
 Muirdale
 Cannich
 Beauly
 IV4 7LN