**INCHMARLO, BRATHENS & GLASSEL COMMUNITY FUND - Large Project Application Form (over £1,000)**

Before completing this form, please read the guidelines which are available from www.ibgcc.org or by emailing treasurer@ibgcc.org

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| **Project Title** |  |
| **Amount Applied for**  |  £ |
| **IBGCC application reference number***(leave blank, number entered by IBGCC)* |  |

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| **SECTION 1: YOUR ORGANISATION** |
| **1** | **Name of your organisation** |  |
| **2** | **Address:**Please provide the address for correspondence |  |
| **3** | **Contact details:** Name Your contact must be someone who can talk about the application and funding needs in detail |  |
| **4** | **Position in organisation** |  |
| **5** | **Address** (if different from that above) |  |
| **6** | **Tel (day)** |  |
| **7** | **Tel (evening)** |  |
| **8** | **E-mail** |  |
| **9** | Geographic area covered by organisation The application for which you are seeking support must fall within our designated areas - see our guidelines |  |
| **10** | How many members are in your organisation?  |  |
| **11** | How often does your organisation meet up? |  |
| **12** | How many paid staff does your organisation have? |  |
| **13** | Describe your organisation and Committee/Management structure |  |
| **14** | How many volunteers / Non Managers does your organisation have? |  |
| **15** | Others? (please describe role) |  |

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| **SECTION 2: YOUR PLAN** |
| **16** | **Does the project have a specific location?** |  |
| **17** | **If Yes, where is it located** |  |
| **18** | **Description of Project** (max 400 words). |  |
| **19** | **How will this project benefit the Inchmarlo, Brathens & Glassel Community?** (max 400 words) |  |

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| **20** | **Which of the following criteria do you believe your project meets?** Please ensure you explain why in sections 18 or 19 above. | Please tick all that apply ✔ |
| Helps to improve and sustain wildlife and the environment |  |
| Helps to unite the community |  |
| Promotes health, sports or well being |  |
| Benefits vulnerable, disadvantaged or 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 |  |
| Supports energy efficiency |  |
| Other (please specify) |  |

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| **21** | Is the funding for a development?  | **Go to Question 23** |
| **22** | Is the funding for something else? | **Go to Question 35** |
| **23** | Who will carry out the work? |  |
| **24** | Will it involve volunteers or a contractor? |  |
| **25** | How will the project be managed?Please state how it will be managed in both the short and long term |  |
| **26** | When will the project start and finish and are there any key milestones along the way? |  |
| **27** | How will you judge the success of the project?If you have benchmarks/ targets please tell us about them. Be realistic as we shall use them in monitoring the application |  |
| **28** | If your project involves land or building that your organisation doesnot own, who is the landowner and do you have their full permission? |  |
| **29** | Include here details of any leasing arrangement or indicate if you intend to buy property |  |
| **30** | Does this project require planning permission? If you require planning permission have you applied for, or obtained, permission? |  |
| **31** | Are you working in partnership on this project with any other groups? If so, please identify themInclude the names of any community, voluntary or statutory organisations that you are working with or are supporting you |  |
| **32** | Will the benefit of the project be fully accessible to the public? |  |
| **33** | How many years do you expect the benefit of this project to last?  |  |
| **34** | How many people will benefit from this project and how often will the benefit of this project be utilised? |  |

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| **SECTION 3: FUNDING** (Remember to include copies of at least 2 contractor quotes and at least 3 if requesting more than £10,000) |
| **35** | Please provide a breakdown of the main cost elements (or attach itemised list) |
| Item or activity | Cost (£) incl VAT |
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| **Total Project cost**  | **£** |

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| **36** | Total funding applied for from the IBGCC ?  | £ |
| **37** | Is your organisation VAT registered? |  |
| **38** | If it is registered, what is the recoverable VAT on the amount you are seeking from the fund? | £ |
| **39** | Do you already have any project funding? If so how much? |  |
| **40** | Are you applying for funding from elsewhere? (if no, go to Question 44) |  |
| **41** | Which other body/bodies are you applying to? |  |
| **42** | How much have you applied for? | £ |
| **43** | Will a grant from us assist in triggering match funding from elsewhere? Match funding is not a condition of a grant but may assist your case |  |
| **44** | Will there be any longer term funding requirements for this project in order to sustain it into the future? |  |
| **45** | If so, is this source of funding in place? |  |
| **46** | Has your organisation successfully received funding from the Inchmarlo, Brathens & Glassel Community Fund previously? When, and how much did you receive? |  |
| **47** | Please provide bank details for payment of a grant should it be awarded.  |  |
| **48** | What steps have been taken to ensure this project provides value for money. |  |

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| **49** | **This area should be used for any other information deemed relevant to your application not already stated**  |
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| **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 Inchmarlo, Brathens & Glassel Community Council with reports on the progress (if duration more than a year) and on the completion of the project including receipts. This information will be included in an annual report which will be sent to Midhill Wind Ltd for potential use in their company reporting and publicity.*** |
| **Signature 1 / Position** |  |
| **Date** |  |
| **Signature 2 / Position** |  |
| **Date** |  |

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| **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 “N/A” if not applicable.  |
| The completed application form signed by two people |  |
| A copy of your signed constitution or set of rules for your organisation  |  |
| 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 |  |

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| **Please return the completed form by email to:**  | **treasurer@ibgcc.org** |