

# Hillhead of Auquhirie Wind Farm Community Fund



## APPLICATION FORM

Please refer to the Information and Guidance sheet

### Q1. Contact Details

Name of group or organisation:			
Main contact:			
Position held:			
Contact Address:			
Telephone Number(s)	Day:	Evening:	
	Mobile:	E- Mail:	

### Q2. Please tell us about your group/organisation

Type of organisation: <i>Please attach a copy of your set of rules or constitution.</i>	
Affiliations to other bodies:	
Registration Number: <i>Charity Number, VAT Number (where applicable)</i>	
Date formed:	

### Q3. What does your organisation do?

*Guidance Note: Use this space to tell the fund panel about your groups/organisations regular activities and work. Your answer should reflect what the rules or constitution say you do.*

**Q4. Project Information**

*Guidance Note: Tell the fund panel about the project you are planning, how you will go about it and what you want the money for.*

Title:			
Describe the project:			
Is this a new project?			
Project Start Date:		Project Completion Date:	
<i>Guidance Note: The start date must be after the fund panel decision and there must be a completion date. Please do not write on going, instead think about when you anticipate having spent all the money you are applying for.</i>			
How will the project continue beyond the grant? (If applicable)			
<i>Guidance Note: Please explain here how you will find the on going running costs after the money has been spent.</i>			

**Q5. PROJECT COSTS. How much do you need and what will you spend it on?**

*Guidance Note: List all costs including items that will be purchased from your own funds, donations and volunteer time. Add extra lines or attach a separate sheet detailing cost. Remember applications with items valued over £5000 should have quotes from more than one source for those items if at all possible. If not possible please explain why.*

Item	Amount
<b>Total</b>	

**Q6. PROJECT INCOME Please tell us about any money you have raised so far and about any other grants that you may have applied for. If this application is for part of a project, how will the rest be funded?**

*Guidance Note: This maybe your own funds, other grants, donations, volunteer time, estimated value of equipment loan, free use of land or buildings. Please provide supporting evidence such as a letter pledging support.*

Funding provider	Item	Amount	Date applied/approved
	<b>Total:</b>		

**Q7a. How much money are you requesting from the Hillhead of Auquhirie Wind Farm Community Fund?**

*Guidance Note: The figure should be the Total from Q5 Less the Total from Q6.*

<b>Total Amount</b>

**Q7b. If the panel only offer part funding will the project still be able to go ahead and if so where would the shortfall in funding come from?**

**Q8. How will the project benefit the community?**

*Guidance Note: Please explain here how the project meets one or more of the fund objectives – charitable, educational, community, energy efficiency, environmental and general community amenities.*

**Q9. Who will benefit from the project?**

*Guidance Note: Please explain here who will benefit from the project – age ranges, anticipated numbers, how often they will attend/take part.*

**Q10. How do you know people require the project?**

*Guidance Note: Please explain how the idea for the project came about and whether you have carried out any surveys etc.*

**Q11. Where will the project take place?**

*Guidance Note: Please list all the venues that will be used*

**Q12. Policies, Licences and Permissions, please confirm if your organisation complies with the following:**

*Guidance Note: Only some of the items listed may be relevant to your project, nearly all require Public Liability Insurance.*

***Please remember to include copies of all policies and documents that are relevant to your application.***

<b>Documents relevant to your application.</b> <i>Please note that the Decision-Making Panel will not be able to consider your application if you have not included all relevant documents.</i>	<b>YES</b>	<b>NO</b>	<b>COMMENT</b>
Planning Permission or Building Warrant			
Equal Opportunities Policy			
Data Protection Policy			
Health Safety & Welfare at work			
Child Protection Policy			
Vulnerable Person Protection Policy			
Public Liability Insurance			
Public Entertainment Licence			
Other Policies, Licences and Permissions: <i>(Please list any relevant to the project)</i>			

**Have you also remembered to include the following with your application?**

<b>Essential Documents Included</b>	<b>YES</b>	<b>NO</b>	<b>COMMENT</b>
Constitution or governing document			
Most recent set of accounts – signed This must be an Income & Expenditure Sheet and a Balance Sheet – OSCR returns will not be accepted.			
Quotes for work or project			
Plans or Photographs			

**Q13. Your Finances**

Have you applied to the Hillhead of Auquhirie Wind Farm Community Fund before?			
Yes		No	
If yes, when did you receive funds and how much did you receive?			
Date		Amount	

Please provide us with details of your bank or building society account:	
Name on account	
Account number	
Sort Code	
Bank/Building Society	
Address	
How many signatures are required on cheques?	
Date of your end of financial year	

**Q14 Signature and Declaration of main contact:**

*I confirm that to the best of my knowledge and belief, all the information is true and correct. I understand that you may ask for additional information at any stage of the application process and that all necessary permission for the project has been obtained. I undertake to ensure that any grant awarded will be used for the sole purpose of the project stated and that if the project does not proceed as specified, all monies received from this fund will be repaid in full.*

Name (Block Capitals)		Position in organisation	
Signed		Date	

**Q15. Signature and Declaration of Referee:**

*Guidance Note: The referee should be someone who knows about your work. They should not be a Trustee or Committee Member of the group BUT can be someone who takes part in events/activities.*

*I confirm that I know this group and its work. I have read this application and support this request for funding and I am suitably qualified to act as a referee for this project. I am willing to be contacted to discuss this application further.*

Name of Referee \_\_\_\_\_

Contact Address \_\_\_\_\_

\_\_\_\_\_

Telephone No: \_\_\_\_\_ Email: \_\_\_\_\_

Name (Block Capitals)		Position in organisation	
Signed		Date	

**Q16.** Finally, if there is anything else you would like to tell us about your application please use the box below and/or add additional pages.

**Please send the completed application form along with any supporting material by 30th June to:**

Hillhead of Auquhirie Wind Farm Community Fund  
Kincardineshire Development Partnership  
Room F9  
Sheriff Court Building  
Dunnottar Avenue  
Stonehaven  
AB39 2JD  
Telephone: 01569 763246 Email: windfarms@kdp.scot  
www.kdp.scot



**IT IS RECOMMENDED THAT YOU KEEP COPIES OF EVERYTHING YOU SEND**



Please use this box to supply any additional information to support your application (if appropriate)