HILLHEAD OF AUQUHIRIE WIND FARM COMMUNITY FUND

octopus investments

Application Form

Before completing the application form, please take time to read the Hillhead of Auquhirie Wind Farm Community Fund Guidelines. Please try to include as much information as possible in your answers to the questions. If you need more space for any answer, please use the continuation sheet at the back.

SECTION A – ABOUT YOUR ORGANISATION

1. Name of Organisation	
2. Contact Name	
3. Position/Role	

4. Correspondence Address

5. E-mail Address	
6. Telephone	

7. Community Council area(s) covered by your organisation: *(please tick the areas which apply)*

Arbuthnott		Catterline, Kinneff & Dunnottar	
Mearns		Stonehaven & District	

8. How many people are involved in your organisation?

Committee Members		Volunteers	
Paid Staff		Others	

9. What type of organisation are you? *(please tick the boxes which apply)*

Registered Scottish Charity Enter Number here …………………………………….		Constituted Community Group	
Community Interest Company Enter Number here …………………………………….		Scottish Charitable Incorporated Organisation Enter Number here …………………………………….	
Company Limited by Guarantee Enter Number here …………………………………….		Other (provide details)	

10. Which bodies are you affiliated with?

11. When was your organisation formed?

12. What does your organisation do?
Guidance Note – Use this space to tell the fund panel about your group's/organisation's regular activities and work. Your answer should reflect what the rules or constitution say you do.

SECTION B – ABOUT YOUR PROJECT

13. Title
This should be a short name which describes your project

14. Describe the project
Please provide details about the project and what you hope to achieve.

15. How will the project benefit the community?

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

16. Who will benefit from the project?

Please explain here who will benefit from the project – age ranges, how often they will attend/take part, etc.

17. How many people will benefit from this project?

18. How do you know people require the project?

Please explain how the idea for the project came about and whether you have carried out any surveys, etc.

19. Where will the project take place?

Please list all the venues that will be used.

20. Is this a new project?	

21. Project Start Date		Project Completion Date	

Guidance Note – The start date must be after the fund panel's decision and there must be a completion date. Please do not write ongoing, instead think about when you anticipate having spent all the money you are applying for.

22. How will the project continue beyond the grant? (if applicable)

Guidance Note – Please explain here how you will find the on-going running costs after the money has been spent.

SECTION C – FUNDING

23. 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
Total	**£**

24. 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
	Total:	**£**	

25. How much money are you requesting from the Hillhead of Auquhirie Windfarm Community Fund?

Guidance Note: The figure should be the Total from Q23 Less the Total from Q24.

Total Amount	£

26. 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?

SECTION D – YOUR FINANCES

27a. Have you had a successful application to the Hillhead of Auquhirie Wind Farm Community Fund before?			
Yes		No	
27b. If yes, when did you receive funds and how much did you receive?			
Date		Amount	

28. Please advise us of any money in your account which is ringfenced for a particular need or project.

29. Please provide us with details of your bank or building society account:

Name on Account	
Account Number	
Sort Code	
Bank/Building Society	
Address	
30. How many signatures are required on cheques?	
31. Date of your financial year end	

SECTION E – CHECKLIST – Policies, Licences & Permissions

32. Please confirm that your organisation complies with the following: **Please remember to include copies of all policies and documents that are relevant to your organisation**			
Documents relevant to your organisation Guidance Note: The Decision-Making Panel will not be able to consider your application if you have not included all relevant documents.	Yes	No	Comment
The completed application form signed by the applicant and referee. Electronic signatures will be accepted.			
Constitution or governing document.			
Most recent set of accounts – signed. OSCR returns will not be accepted. If accounts are over 3 months old, please include a current bank statement.			
Quotations for goods or services to be purchased. Please provide more than 1 quote for any items in your application which are over £5,000.00. If this is not possible, please explain why.			
If your application relates to building work, please submit a location plan, photographs and detailed plans of the proposed work.			
Confirmation of any statutory permissions required (e.g. Planning Permission or Building Warrant) if applicable.			
Public Entertainment Licence (If application relates to a Community Building or Community Event).			
Public Liability Insurance Certificate.			
Child Protection Policy and Vulnerable Persons Policy.			
Any other relevant policies such as Data Protection, Equal Opportunities, etc.			
Any organisation using Council owned property should supply an appropriate lease.			

SECTION F – 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 of Main Contact			
Position in organisation			
Signed		Date	

SECTION G – SIGNATURE AND DECLARATION OF REFEREE

Guidance Note: The referee should be someone who knows about the work of your group. 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			
Relationship with organisation			
Contact Address			
Email Address		Telephone Number	
Signed		Date	

Where to send your form:
Please return the completed form along with all supporting material to: Hillhead of Auquhirie Wind Farm Community Fund   Kincardineshire Development Partnership   Email: margo@kdp.scot   KDP can be contacted as follows: Email: margo@kdp.scot   Telephone: 07903 156864   www.kdp.scot   **IT IS RECOMMENDED THAT YOU KEEP COPIES OF EVERYTHING YOU SEND**

SECTION H – CONTINUATION SHEET

Please use this sheet to provide any further information. Remember to include the question number it relates to.