**GRANTOWN INITIATIVE & THE CAIRN**

**COMMUNITY FUND**

**APPLICATION FORM**

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| --- | --- |
| **Name of organisation making the application** |  |
| **Address of organisation including postcode** |  |
| **Contact name & position** |  |
| **Contact email** |  |
| **Address for correspondence (if different from above) including postcode** |  |
| **Daytime telephone number** |  |
| **Address of website (if applicable)** |  |
| **Facebook or Instagram address (if applicable)** |  |

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| --- | --- |
| **What is the aim of the Project / Activity** |  |
| **What will the grant be specifically used for, within the Project?**   * Please attach images, drawings, sketches of proposal/equipment if applicable |  |
| **Who in the community will benefit from the Project and how?** |  |
| **The fund will prioritise ‘green’ projects. Explain how your project is green.**   * For example, this may be in relation to reducing carbon footprint, waste management, keeping things local, health & wellbeing, conservation, etc. |  |
| **Will you be working in partnership with any other groups on this project?**  **If so, please let us know who they are.** |  |
| **What sum are you requesting in this application?**   * Please attach recent quotes where applicable and state expiry dates of quotes. | **£** |
| **Please give a full breakdown of the cost of your project**  Please continue on a separate sheet if required. | |  |  |  | | --- | --- | --- | | Item/activity |  | Cost | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | Total Project cost |  | £ | |
| **Proposed project start date?**  **Proposed project completion date?** |  |

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| **Please provide a brief summary of your own and other proposed financial contributions.**   * Please tell us which other funders you are applying to for this project and what if any contribution your organisation plans to make * Has funding been confirmed yet? | |  |  |  | | --- | --- | --- | | Funder | Amount | Status (confirmed or not) | | Own contribution |  |  | | Other funders |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | Totals |  |  | |
| **If you are not applying for any other funding and/or are not contributing please tell us why.** |  |
| **Please list all grant funding your organisation has received in the last 3 years:**   * **Funder** * **Amount** * **Short Project Outline** |  |
| **Additional / Supporting Information** | |

* I certify that the details provided are true and accurate to the best of my knowledge.
* I understand that the Fund will seek the return of any grant, if it is discovered that the above information was incorrect or if the grant is not being used for the purpose specifically stated in this application.
* If the application is approved then I and the organisation I represent, agree to any publicity the Fund might arrange and to participate in this if requested.

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| --- | --- |
| **Signed:** *(Must be the person who is making this application)*  **Name:** | **Date** |

**PLEASE ENSURE YOU HAVE ALSO ATTACHED ALL RELEVANT DOCUMENTATION**

**AS LISTED IN THE CHECKLIST**

**APPLICATION CHECKLIST**

**Please ensure that all boxes are ticked (by marking with an X) before your application is submitted otherwise the Fund will be unable to consider your application**

|  |  |
| --- | --- |
| **Grant Application Funding Requirements** | **Please confirm with an X** |
| This application is from a club, charity, community group/organisation operating within Grantown-on-Spey |  |
| The applicant is an associate member of the Grantown Initiative or has applied for membership [*HERE*](https://docs.google.com/forms/d/e/1FAIpQLScpID_aAyQJtPmb3KuMvgHU0wJdjBDl8VeWpFFmuixjVNiy7g/viewform?usp=sf_link) (£1 for lifetime membership) |  |
| I accept that, for capital projects, not all funds may be immediately released and that proof of completion will be required before a final payment is made |  |
| This application is not for retrospective funding |  |
| This application does not campaign for specific religious or political beliefs |  |
| This application does not oppose renewable energy and sustainability |  |
| If successful in this application, we will fully acknowledge the Grantown Initiative and The Cairn Community Fund in our publicity. We agree to and will, if asked, participate in any publicity organised by the Fund. |  |
| **ADDITIONAL DOCUMENTS:**  Please attach the document below to your application form: |  |
| A copy of your constitution or company / charity registration |  |
| 3 months bank statements |  |
| Financial accounts, treasurer’s report or management accounts for the last year showing income and costs |  |
| Quotes for work proposed within your project, if applicable |  |
| Photos, sketches, or other supporting documents, if applicable |  |

**Grantown Initiative & The Cairn**

**Community Fund Guidelines**

**1. Funding Guidelines**

Funding from the Community Fund is available to organisations, clubs, charities and groups with an official address within Grantown-on-Spey and which benefit the local community. Applicants are required to be an Associate Member of the Grantown Initiative. If you are not a member, you can join by completing[*THIS FORM*](https://docs.google.com/forms/d/e/1FAIpQLScpID_aAyQJtPmb3KuMvgHU0wJdjBDl8VeWpFFmuixjVNiy7g/viewform?usp=sf_link) and paying the £1 fee for lifetime membership by credit/debit card from the secure payment link sent to you by the Grantown Initiative (info@grantownonline.com).

**2. What projects are eligible to apply to the fund?**

To apply for funding, you must be able to demonstrate community benefit and priority will be given to those projects which demonstrate green credentials.

The fund welcomes applications from organisations that make a difference across a range of areas:

* **Children and young people** – projects focused on improving access to facilities, activities and services for younger members of the community
* **Community buildings and amenity sites** – projects, which maintain and develop buildings and amenity sites being used and run by the community, especially projects that help ensure their sustainability for the future
* **Community transport and communication initiatives** – schemes that promote mobility of people and information in the community
* **Conservation, wildlife and animal sanctuary projects** – in particular those which improve the use of and access to communal land as defined by access legislation and other land as agreed with the Landowner
* **Culture and Heritage** – projects that celebrate, protect and promote culture, history and heritage
* **Education and skills development** – group and community-based programmes, particularly for those who have had no previous access to training opportunities
* **The elderly** – projects focused on improving access to facilities, activities and services for more senior citizens in the community
* **Energy efficiency and environmental sustainability** – projects to minimize energy loss, promote the use of green energy or sustain the natural and built environment
* **Health** - projects focused on improving access to facilities, activities and services that aim to improve the health and wellbeing of the local community, including through sports
* **Regeneration** – community projects that help to reduce crime levels, increase employment, housing or improve the physical environment
* **Self-help groups** – community groups that deliver services to specific sectors of the community that are in need
* **Vulnerable people** – projects focused on improving access to facilities, activities and services for people with disabilities, the homeless and those who are disadvantaged
* Any other project your group feels will bring benefit to the community in the area

**3. What will not be funded?**

The aim of the fund is to ensure that there is a real benefit to the community it serves, so the following will not be funded:

* Projects outside the town boundaries
* Fundraising for national or regional charities unless the funds are going directly to a group or project operating in the area of benefit
* Any project the financing of which is the legal responsibility of any third party, unless explicitly agreed in writing prior to submitting your application
* Sponsorship
* Projects or activities promoting political or religious objectives
* Deficit or retrospective funding ie activities that have already taken place
* Any purpose that adversely affects or works against the interests of the Grantown Initiative or The Cairn or any of its subsidiary or related companies
* Any purpose that adversely affects or works, whether directly or indirectly, against any form of renewable energy development
* Projects or activities which support an individual or individuals who are not acting on behalf of a group or organisation with the capacity to benefit the wider community
* Projects and activities likely to cause divisiveness or community disharmony
* Applications for projects made by individuals or agencies where commission or other payment is made to that individual or agency
* Applications for projects made by individuals or agencies for redistribution to other separate individuals or agencies
* Applications to support “commercial gain”

**4. What information do you need to provide?**

It will help your cause if you can demonstrate any or all of the following:

**Need:** Demonstrate a clear need for the project and what support you have from the local community. It will help if you can provide evidence of research or consultation with those who will directly benefit – tell us about it!

**Community Use:** Show the true extent of the proposed project or funding in terms of duration and numbers of beneficiaries and display how funding will affect this.

**Community Involvement:** The fund would like to support projects where the community is already helping itself and where there is enthusiastic input from committed and resourceful people.

**Value:** You need to demonstrate value for money as well as careful and realistic budgeting; show sensible costings and provide estimates from more than one source (where applicable). It will help if projects already include revenue from other sources (are already part-funded or match funded).

**Legacy:** We need to know if your project has a legacy or if it requires on-going maintenance. If that is the case, tell us about how you plan to sustain this.

**5. How long is funding for?**

Our grants are for one year and should be spent within 12 months of receipt. Applicants can apply for funding in consecutive years but should not assume that these will be successful as applications from groups that have not previously received funding may be given higher priority.

Funds not used within 12 months of award may be recalled back into the fund and redistributed, through an audit of receipts.

**6. The application process**

* Applications should be emailed to [community@grantowniniitiative.org.uk](mailto:community@grantowniniitiative.org.uk) with the title “2022 Community Fund–Your Group’s Name”
* Applications will be considered by the Grantown Initiative Directors.
* The Directors will assess applications against the Fund criteria and make and record their recommendations to grant or refuse project applications.
* The acceptance or rejection of the Board decisions will be recorded in the minutes.
* If necessary and agreed by the Grantown Initiative, conditions of funding may be put in place. These must be agreed and signed by the applicant. This will be recorded in the minutes of the Grantown Initiative Board Meeting.

**7. What happens once a decision has been made?**

You will be notified on the decision of your application by email which will be sent from [community@grantowniniitiative.org.uk](mailto:community@grantowniniitiative.org.uk). If successful, the offer letter will include any conditions imposed by the Grantown Initiative. A copy of the letter must be signed and returned before payment can be made. You should not commit any money before you have received your offer letter and conditions. You should not use an award for any other purpose than that applied for. Should you need to request a change of use for any award made, you must submit your request in writing before committing or redirecting any funds. Decisions made by the Grantown Initiative will be final and no negotiations or appeals will be entered into with the applicant.

**8. What are my responsibilities?**

* Successful applicants must provide a written report including copy invoices to the Grantown Initiative upon completion of the project or within twelve months, whichever is sooner.
* Photographs of your project should be provided. The Grantown Initiative and The Cairn will be permitted to use such photographs to demonstrate projects assisted by the funds.
* It is important that projects are completed within the required timescale and that this is demonstrated using the criteria presented in your application. If this is not done, it may jeopardise future funding availability for your own and other organisations.
* Any press references with regards to the project should refer to the funding source by stating either ‘made possible by the Grantown Initiative & The Cairn Community Fund’ or ‘part funded by the Grantown Initiative & The Cairn Community Fund’.

**9.Payments**

Funds will be released by the Grantown Initiative and issued to the awarded party at the project start. If funding is in excess of £500 two payment will be made at project start and end.