

VOLUNTARY AND COMMUNITY ORGANISATIONS GRANT APPLICATION FORM



Introduction

Renfrewshire Council offers a wide range of grants to voluntary and community organisations. The **Quick Guide to Grants** attached to this form provides details of the types of grant available and the person you should contact if you have any queries about a particular grant. This application form should be used to apply for only those grants listed in Section B below.

You **MUST** read the “Grant Application Guidelines” enclosed **BEFORE** and **DURING** completion of the application form

A. Completing the Application Form

To ensure the Council can fully consider your application please make sure you:

- (1) Complete **all** questions – where a question is not relevant, please indicate “not applicable”
- (2) Provide copies of **all** documents requested (refer to **Appendix 1**) such as:
 - Copy of your Consultation, or Memorandum and Articles of Association, or Deeds of Trust
 - The financial information requested
- (3) Sign the declaration

Remember – if we need to come back to you for further information this may delay your application for funding

B. What grant are you applying for? (tick one box only)

Economic Development		After School Care Grants		Social Work Section 10	
Environmental Grants		Housing		Local Area Committee General Grant Fund	
Education Category C		Tenants Association Start Up & Annual Grants		Paisley Common Good Fund	
Pre-five Voluntary Sector		Tenants Association One-Off Grants		Renfrew Common Good Fund	
Childcare support for adult learners		Leisure Grants		Youth Challenge Fund	

C. Conditions of Grant

The Council’s Conditions of Grant are enclosed with this application form. If the Council approves your application for funding, you will be required to sign appropriate documentation in order to comply with these Conditions of Grant **before** any payment can be made.

Section 1 – Key Information**1a** What is the name of your Organisation? (refer to guidelines)

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1b What is the name of the project or service for which you are seeking grant funding? (if different from 1a above)

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1c What is the address of the main/registered office of your Organisation? (refer to guidelines)

Address		Phone	
		Mobile	
		Fax	
Postcode		e-mail	

1d Details of the main contact in your Organisation (refer to guidelines)

Title		1 st Name		Surname	
Address				Phone	
				Mobile	
				Fax	
Postcode		e-mail			

1e How much grant funding are you seeking from Renfrewshire Council?

£	
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Section 2 – About Your Organisation**2a** Name of Organisation regularly used (if different from above)

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2b What are the aims and objectives of your Organisation? (maximum 50 word summary)

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2c Please tell us which of the Renfrewshire Community Planning Outcomes your Organisation/project's aim and objectives will contribute to. (Please refer to Appendix 2 for guidance and tick at least one)

Wealthier and Fairer	<input type="checkbox"/>
Smarter	<input type="checkbox"/>
Healthier	<input type="checkbox"/>
Safer and Stronger	<input type="checkbox"/>
Greener	<input type="checkbox"/>
Children	<input type="checkbox"/>
Vulnerable Adults	<input type="checkbox"/>

2d What is the legal status of your Organisation? (refer to guidelines)

Unincorporated Club or Association	<input type="checkbox"/>	Charitable Status	<input type="checkbox"/>	Charity No	<input type="checkbox"/>
Company Limited by Guarantee	<input type="checkbox"/>	Company Limited by Shares	<input type="checkbox"/>	Company No	<input type="checkbox"/>
Other (Please detail)					

2e What area does your Organisation cover? (Tick or complete ONE box only)

Part of Renfrewshire (give detail – e.g. Johnstone)	<input type="checkbox"/>
Local Area Committee (s) (refer to guidelines)	<input type="checkbox"/>
Renfrewshire-wide	<input type="checkbox"/>
Inter-Authority (e.g. previous Strathclyde area)	<input type="checkbox"/>
National or UK-wide	<input type="checkbox"/>
Other (Please detail)	<input type="checkbox"/>

2f		How long has your Organisation been established?								
Years		Months								
2g		Are you a membership Organisation?								
NO		Skip to 2h below								
YES		How many members do you have?				How many are from Renfrewshire?				
How many members attend regularly? (<i>i.e. attend approx. 75% of your meetings</i>)										
2h		When does your Organisation mainly operate/meet? (<i>tick as appropriate</i>)								
	Every day	Mon-Fri	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	
a.m.										
p.m.										
eve										
2i		Who are the members of your Management Committee or Board and what are their roles?								
	Name	Office held (if any)				Name	Office held (if any)			
1					11					
2					12					
3					13					
4					14					
5					15					
6					16					
7					17					
8					18					
9					19					
10					20					
Please note that, if you are granted £500 or over, all those named above will require to sign formal undertakings										
2j		Where will the Organisation provide the services/activities for which grant funding is requested?								
Address						Phone				
						Mobile				
						Fax				
Postcode						e-mail				

2K	Are the premises: (tick one box only)			
Hired on an hourly basis	<input type="checkbox"/>	Provided free of charge	<input type="checkbox"/>	
Rented/Leased by your organisation	<input type="checkbox"/>	Other (<i>please detail</i>)	<input type="checkbox"/>	
2I	Who owns the Premises? (tick on box only – refer to guidelines)			
Renfrewshire Council	<input type="checkbox"/>	Another Organisation – Commercial	<input type="checkbox"/>	
Your Organisation	<input type="checkbox"/>	Another Organisation – non-Commercial	<input type="checkbox"/>	
Other (<i>please detail</i>)	<input type="checkbox"/>			
Section 3 – About your Staff and Volunteers				
3a	Does your Organisation employ any staff (i.e. do you pay people to work for you)			
NO	<input type="checkbox"/>	Skip to 3c below		
YES	<input type="checkbox"/>	Please provide details for each members of staff in the grid below Continue on a separate sheet if necessary (refer to guidelines)		
	Post Title	Full Time/Part Time or Vacant?	Salary (£)	Length of Service
				Years Months
3b	How many of your staff are:			
	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
	White	<input type="checkbox"/>	Black or Minority ethnic	<input type="checkbox"/>
	People With Disabilities	<input type="checkbox"/>	Under 25 years of age	<input type="checkbox"/>
3c	How many volunteers are involved in your Organisation? (people who help out without being paid)			
	<input type="text"/>			
3d	How many of your volunteers are:			
	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
	White	<input type="checkbox"/>	Black or Minority ethnic	<input type="checkbox"/>
	People with disabilities	<input type="checkbox"/>	Under 25 years of age	<input type="checkbox"/>

3e	Will your staff/volunteers be working with, or in sole contact with, children or young people or vulnerable adults?
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NO	Skip to Section 4 below
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YES	If YES, confirm that you have obtained Disclosure Scotland criminal records checks at the appropriate level in relation to your staff/volunteers and that other references and qualifications are verified (refer to guidelines)
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Yes		No	
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	(if NO here, please explain below)
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Section 4 – Your Organisation's Finances

4a	Please give details of the bank account you wish to use if grant application is successful. This should be the account of the Organisation named in 1a
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Name of Account	
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Name of Bank/Building Society	
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Sort Code	
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Account Number	
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Roll Number (Building Society accounts only)	
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Address of Bank/Building Society	
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Postcode		Telephone Number	
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4b	How many people are required to sign cheques or withdraw money from the Organisation's account? (see guidelines)
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4c	Please tell us the names and roles of those who are authorised to sign cheques or withdraw money from the Organisation's account
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4c	Please tell us the names and roles of those who are authorised to sign cheques or withdraw money from the Organisation's account
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	Name	Office held (if any)
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1		
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2		
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3		
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4		
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4d	When did the Organisation's most recent financial year end?			
Month		Year		
4e	What was the Total Income and Expenditure in that financial year? (refer to guidelines)			
Income		Expenditure		
4f	What was the balance at the end of that financial year? (refer to guidelines)			
Revenue		Capital		Total
4g	When will the current financial year end?			
Month		Year		
4h	What do you expect the income and expenditure to be for the current financial year?			
Income		Expenditure		
4i	How much money do you expect to have in the bank account(s) at the end of the current financial year?			
Revenue		Capital		Total
4j	Indicate ALL the information/documents you are enclosing (read APPENDIX 1)			
Audited accounts			Bank statement(s)	
Income & Expenditure statement(s)			Constitution or Memorandum & Articles	
Other				
4k	Is the Organisation applying for, or intending to apply for, or already in receipt of, grant funding from other sources for this project? If so please detail.			
	Source	Already Raised (£)	Applied for (£)	Annual Anticipated Income Generation (£)
	Other Renfrewshire Council grant			
	Grants from other public bodies			
	National Lottery funding			
	European funds			
	Own fundraising			
	Charging for services or other activities generating income			
	Totals			

4l What is the TOTAL cost of the Organisation or project which you are seeking grant funding for? (refer to guidelines)					
Revenue		Capital		Total	
4m Give details of the total cost of your Organisation/project below (refer to guidelines)					
COST HEADING	Expenditure		Total Annual Amount	Grant Aid Requested from Renfrewshire Council	
Staffing	Salaries & N. Insurance				
	Travel and Subsistence				
	Training				
<i>Staffing: Other (give details)</i>					
Property Costs	Rent				
	Rates				
	Hiring/Lets of premises				
	Repairs				
	Heat and Light				
	Insurance				
<i>Property: Other (give details)</i>					
Administration Costs	Printing and Stationary				
	Telephones				
	Audit/accountancy fees				
<i>Admin: Other (give details)</i>					
Transport					
Building	Refurbishment of premises (inc. VAT)				
	Furniture and Fittings				
	Office Equipment				
<i>Building: Other (give details)</i>					
Other (give details)					
TOTALS					

4n What is the Organisation/Project's contingency plan or arrangements for managing a funding shortfall? (refer to guidelines)

Section 5 – Your Grant Request

5a What is the purpose of the grant? Please summarise in no more than 75 words

5b What services/activities will you provide in Renfrewshire and what specific targets will the grant support and develop (refer to guidelines)

5c What are the benefits to local people of the Organisation's services/activities within Renfrewshire?

5d What monitoring mechanisms will you put in place to demonstrate that you have achieved these targets?

5e	How many residents from Renfrewshire currently use the service/activities provided by your Organisation? (refer to guidelines)		
5f	Will the number of users increase or decrease next year and by how much?		
5g	How will the people who benefit from your services/activities be involved in the management, operation and development of the Organisation/project?		
5h	Contact with Renfrewshire Council – have you discussed this application with anyone from Renfrewshire Council? (e.g. Your Councillor or a Council official) (refer to guidelines)		
NO	<input type="checkbox"/>	Skip to 5j below	
YES	<input type="checkbox"/>	Please give details below	
Name			Job Title
Department			Location
Outcome of discussion			
5i	Referee – Please provide contact details of someone who is independent of your Organisation, but who knows your work well enough to talk about your Organisation/Project (This must not be a Renfrewshire Council staff member)		
Name			Phone
Address			Fax
Postcode			Mobile
e-mail			
5j	Please give any other information you think will support your application (see guideline)		

Declaration

On behalf of the Organisation described in this form, I apply for a grant from Renfrewshire Council. I warrant the accuracy of the information given in the form. I undertake to ensure that all sums which may be paid to or for the Organisation by Renfrewshire Council shall be used only for the purposes for which the Grant is awarded.

I understand that any Grant made available is subject to Renfrewshire Council's Conditions of Grant for Organisations which I have read and understood, and that payment of grant money of £500 and over is conditional on all members of the Management Committee or the Organisation signing a legally binding document in such form as Renfrewshire Council shall specify.

Applicant's signature	
Applicant's full name (BLOCK CAPITALS)	
Applicant's address	
Name of organisation on whose behalf grant is being requested	
Applicant's position in Organisation	
Date of applicant's signature	

The Data Protection Act 1998

The information provided by you on this form will be used for the purposes of ensuring compliance with the recommendation of the **Audit Scotland** by ensuring that information relating to Organisations/Projects as grant recipients, including Organisation/Project's Committee/Board members are held on a central database. The Council may check the information provide by you with other information held. The information may require to be shared with other Council departments and our Partners, such as **Communities Scotland, Scottish Enterprise Renfrewshire, Community Planning Partners, Paisley Partnership Regeneration Company**, to check the accuracy of the information to prevent or detect fraud or crime or to protect public funds, and for the purpose of consultation. Where relevant, information and the name of the Organisation/Project as a grant recipient will be listed in all Council publicity material. No other disclosures will be made unless the law permits the disclosure.

Please return the completed	FOR OFFICE USE ONLY	
	Legislation	Section
	The Local Government (Scotland) Act 1973	
	The Local Government & Planning (Scotland) Act 1982	
	The Social Work (Scotland) Act 1968	
	The Local Government in Scotland Act 2003	
	Other:	