



Fossoway and District Community Council Community Benefit (Hydro) Fund Grant Application Form



Please read the Guidance Notes carefully. You must complete **all** sections of the form.

Section 1 – Applicant Organisation Details

Name of Organisation <i>(To be used in all future correspondence)</i>			
Contact Name <i>(this is person we will contact to discuss / clarify your application)</i>			
Position in Organisation			
Correspondence Address			
Postcode			
Day Tel:	Evening Tel:	Mobile Tel:	
Email:	Organisation Website:		

Applicant Organisation Description - Please provide a brief overview of your organisation's purpose / membership / principle activities / participants / reach

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On what date do you expect your project to start?

When do you expect to complete your project?

For internal use only

Reference Number	Grant Requested	Assessment Date	Grant Awarded	Monitoring Report due	Monitoring Report received

Section 2 - About the proposed activities: what do you want funding for and why?

Please provide a brief description of your Project

How have you identified the need for the project?

Please describe the resources that you will employ to deliver this project: e.g. people, equipment, travel, etc. This should relate directly to the budget sheet at the back of this form.

Section 2 (continued) - About the proposed activities: tell us more about your project and what it will do to benefit the community

Activity / Output: what are the main things you will do with the grant?

Targets: What are your goals / the targets do you hope to meet?

Outcomes: What difference will the Project make and how will you record / evidence this?

Community Impact: What Impact will your project have on the community?

Section 3 – Finance and Budget

Please provide information on the total costs of your project, including details of the main items of expenditure.

Item of Expenditure	Estimated Cost £
Totals (A)	£
LESS income from other sources (B)	£
Grant Requested (C)	£

Note: A - B = C

If you have applied for / secured income from other sources ((B) above) please tell us about this below

Sources of other income (B)	Is the funding confirmed?		Amount £
	Yes	No	
	Yes	No	
	Yes	No	
	Yes	No	
	TOTAL		£
Have you previously received a Fossoway Community Benefit Fund Grant?	Yes	No	
If yes, have you returned your End of Project Report form?	Yes	No*	
* Please note that if you have previously had a successful grant application, we are unable to assess your current application until you have returned your End of Project report form			

Bank Details – where monies will be paid in to if your application is successful	
Name of Bank	
Name of Account	
Sort Code	
Account Number	

Section 4 – Signed Statements

The applicant is required to confirm the following concerning use of funds should this application be successful:

All monies will be applied exclusively for the benefit of the local community / community organisations based within the Fossoway and District Community Council area

The main beneficiary communities will be (mark X for all that apply):

Blairingone

Carnbo

Crook of Devon

Drum

Powmill

Rumbling Bridge

No individual(s) have any commercial interest in the success of this application

No individual will secure any personal financial gain from any funding received

Statement to be signed by an authorised person within your organisation:

To the best of my knowledge the information given on this form is correct and gives a true and accurate account of the organisation's work, finances and needs.

Your Name (in block Caps)			
Address <i>(if different from Section 1 above)</i>			
Position Held in the Organisation:		Daytime Tel No:	
		Home Tel No:	
Signature:		Email Address:	
		Date:	

Section 5 – Checklist

Make sure that:

You have answered **all the questions** on the application form

The Application is **signed** in person by an authorised person from your organisation

Included your **latest accounts** (or bank statement / bank details if this application is from a new organisation or that has been operating for less than 12 months)

Data Protection

Fossoway and District Community Council is aware of its responsibilities in ensuring that the data you have provided as a result of this application is secure. We confirm that we will only use this data to fulfil our duties in relation to this grant scheme.

I confirm that I have read the above information regarding Data Protection Act. Tick Box

Please return this application to:

Fossoway Community Benefit Hydro Fund
c/o Devonview,
Main Street
Crook of Devon,
Kinross-shire,
KY13 0UR

Email: fossowayhydro@gmail.com

Tel: 01577 840669

Fossoway and District Community Council Community Benefit Fund Grants

Guidance Notes

The fund has been established to disburse funds generated through the Rumbling Bridge Community Hydro Society for community benefit to local communities within part or all of the Fossoway and District Community Council Area, which embraces the communities of Blairingone, Carnbo, Crook of Devon, Drum, Powmill and Rumbling Bridge.

Who can apply?

- In order to encourage, support and facilitate local community initiatives the grant scheme is open to local community groups that may be registered charities, unincorporated associations or non-constituted groups of residents coalescing around a common interest.
- Applications may also be submitted by local groups in the process of formation as not-for-profit organisations with the purpose of providing community benefit within the fund area.
- Applications for funding will be considered from local organisations and groups operating wholly / predominantly within the Fossoway and District Community Council area.
- In exceptional circumstances, projects being advanced by an individual local resident for clear community benefit, to meet a recognised community need and with the potential to engage community members in project delivery and sustainability, will also be considered.

What can be funded?

- Provided there is a general community benefit, there is no restriction on projects. Applicants must be able to demonstrate community benefit and evidence of need for their project or community initiative.
- Applications are particularly welcomed for projects or initiatives that seek to strengthen community engagement / improve communication and awareness of community activity / support environmental improvement / improve community participation of young and elderly residents

What will not be funded?

- Applications from individuals (other than exceptionally as specified above)
- Applications to use the funding for personal benefit or financial gain
- Groups / projects that have a political association
- Projects that promote religious beliefs, but religious affiliated groups are welcome to apply for other activities to benefit the wider community
- Applications seeking retrospective funding for projects commenced prior to grant approval

How much can be applied for?

The Fossoway and District CC anticipates receiving funding of £5,000 per annum, to be applied for local community benefit.

- No minimum limit or maximum limits have been set for individual grants. Each application will be considered on its merits. However, only in exceptional circumstances will a grant request in excess of £2,000 be considered.
- Applicants will normally need to consider a funding mix for their project. Only in exceptional circumstances will 100% grant funding be considered.
- The CC seeks to ensure added benefit and will consider applications carefully to identify evidence of potential funding displacement (i.e. using Community Benefit Fund monies to replace rather than add to alternative funding sources)
- Applications may result in an offer of part-funding of the sum requested or may be unsuccessful. Applicants are strongly advised not to make any financial commitments for their project in advance of a funding decision having been secured. Submission of an application is not a guarantee of funding being approved.
- Applicants cannot receive more than one project grant in any calendar year

Process and Timescale

- Applications must be submitted using the Community Benefit Fund application form, duly signed by an authorised signatory, with all sections of the form completed.
- Applications can be submitted at by e-mail or post at any time during the year, but will not normally be considered during the months of July and August.
- The Community Benefit Fund Committee will endeavour to assess and decide upon your application within four weeks from the end of the month in which an application is submitted.
- If successful, funds will normally be paid to the account specified in your application.
- An end of Grant Report Form will be sent to grant recipients. It must be completed and submitted within 8 weeks of your agreed end of project date.