Major and Large Grant Application Form

Grants over £500

**Project Name** -

**Name of Group applying** -

**Registered Charity/Limited Company No**. -

**Main Contact/Position in Organisation** –

**Email Address** -

**Total Cost of your Project** - £

**How much are you requesting** - £

**What other sources are you using to fund your Project** –

*Sub groups of the Trust do not need to complete next 3 questions*

**What was your total income in last accounting year** - £

**What are your current unrestricted reserves** - £

**Date when your accounts were last examined** -

**Expected Start Date of Project** -

**Expected End Date of Project** -

**How many people will benefit directly from your Project** –

If your organisation's core work, or the project you are applying to us for, includes work with children and/or vulnerable adults, it must have an appropriate Safeguarding Policy and Procedures setting out how the policy is implemented in place before application.

If you are unsure if safeguarding applies to your application email **windfarmpanel@gargunnock.org**

This must, as a minimum, cover the following:

* Recruitment and selection of employees and volunteers.
* Employee and volunteer induction and training in safeguarding.
* Safe arrangements for all work involving vulnerable adults/children and young people, including procedures for responding to and reporting abuse or suspected abuse.
* Contact details, including at least one nominated Safeguarding representative.

***Briefly describe the purpose of your organisation, how many people are involved and outline the main activities and services you provide. If you have already provided this information on a previous grant application you do not need to fill in this section.***

**About your organisation – first time applicants only**

***Please provide details of your project – what activities will you carry out, details of any consultations that have taken place, what difference your project will make, who will benefit and how?***

**Details of Grant Requested:**

**Project Costs:**

***Please provide a cost breakdown of your project. Include funds of your own or those of other bodies you are able to use. Your project costs can be sent in as an attachment rather than listed here.***

***When reviewing your grant application, we always check any costs you’ve requested represent value for money. We also expect applicants to manage any conflicts of interest when procuring services or goods.***

**Evidencing value for money/Quotations Required:**

**Quotations Required:**

**£500 - £999 – 1 quote required**

**Over £1000 – 3 quotes required**

**Supporting Documentation:**

You must send in the following documents with your grant application: Sub groups of the Trust do not need to provide copy of constitution or annual accounts. If you are applying for a grant over £500 and you are not a constituted group please email the administrator before completing your application **windfarmpanel@gargunnock.org**

**Copy of your Constitution**

**Copy of your most recent independently examined annual accounts**

(for new groups, a financial projection of the first year’s income and expenditure)

**Quotation(s) for items above £500**

**Declaration:** I certify that the information contained in this application is correct, and that I am authorised to make the application on behalf of the above group.

**Name -**

**Signature -**

**Date -**

Email your completed application to **windfarmpanel@gargunnock.org**

*By submitting your application, you agree to allow Gargunnock Community Trust to retain your personal data in order to process your application. Gargunnock Community Trust may share some of your information with Foundation Scotland and Nadara and also publish information on their website or in The Bugle.*