



## An Application Form for Organisations Applying for Discretionary Funding from The Highland Council

Please note that all applications must fund activities  
that contribute to the Council's priorities

**PLEASE READ APPLICATION GUIDANCE AND GRANT  
CRITERIA BEFORE BEGINNING TO COMPLETE THIS  
FORM.**

### **IMPORTANT**

Please use this form to apply for grant or discretionary funding or  
funding in kind (for example, Council staff time, use of premises or  
equipment or administration support )

**Part 1: To be completed by all applicants.**

**Part 2: To be completed by all applicants apart from questions 2.9 to  
2.13 which only require to be completed by applicants requesting  
£10,000 or more of support.**

**Part 3: To be completed by applicants where applicable. For some  
funding schemes you may not have additional questions to complete.**

**Part 4: For all applicants to complete.**

**Part 5: For all applicants to complete.**

For official use only Application reference number			
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**Which of the Council's Grant Funds are you applying to? (tick and use a separate form for each grant applied for)**

- Ward Discretionary Fund : Name of ward?.....
- Common Good Fund: Name of fund?.....
- Village Halls.....
- Arts Promoters.....
- Sports Council Grant Scheme.....
- Tenant Participation.....
- Highland Culture Programme.....
- Climate Change .....
- Mental Health and Wellbeing  
.....
- Community Transport  
.....
- Tourism  
.....
- Other (please specify).....

**Is the amount you are applying for:**

- £3,000 or under
- Under £10,000
- £10,000 or over

**Total amount applied for** .....

**Estimated cost of funding in kind applied for**.....

**What type of organisation are you?**

Third Sector voluntary or community organisation

Community Council

Other  please specify.....

a) Are you a registered charity? Yes  No

If yes, what is your registration number?.....

b) Are you a company limited by guarantee? Yes  No   
If yes, what is your company number?.....

## PART 1: ABOUT YOUR ORGANISATION

### 1.1 What is your organisation's name and address?

Organisation name

Organisation address

  

Postcode

Website

### 1.2 Who is the main contact for this application? (They must have a good knowledge of the organisation and this application)

Name

Title:	Forename/s:	Surname:
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Position in organisation:

Address

  

Postcode

Council Ward (see guidance note to clarify which Council Ward you live in)

Phone number

Day:	Evening:
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Email address

Does the main contact have any communication needs? E.g. textphone, sign language, large print? YES  NO

If yes, what are they? (maximum 20 words)

## PART 1: ABOUT YOUR ORGANISATION

- 1.3** a) When did your organisation start? Month.....Year.....
- b) What geographic areas and/or communities of interest (e.g. Young people, people with disabilities, older people, people from an ethnic minority background) does your organisation cover?

- c) Is there any restriction on who can join your organisation?  
 Yes  No  If yes, what are they and why do you have them?

- d) How many people are on your governing body or management committee? .....
- e) Are there Highland Council Elected Members or Officers or Community Councillors attending your Management Committee or Board? *(please note that this will not affect your application)*  
 Yes  No

If yes, please provide names:

<b>Highland Council Elected Members</b>	<b>Role i.e. Office Bearer, Voting Member, Ex-official / advisory, other</b>

<b>Community Councillors</b>	<b>Role i.e. Office Bearer, Voting Member, Ex-official, other</b>

<b>Council Officers</b>	<b>Role i.e. Office Bearer, Voting Member, Ex-official, other</b>

**1.4 Does your organisation receive any other funding from The Highland Council?**

Yes

No

If yes –

a) What is it for?

b) How much funding do you receive? .....

c) Estimated value of existing funding in kind?.....

## **PART 2: ABOUT YOUR ACTIVITIES OR PROJECT**

**2.1** What is the name of your activity or project?

**2.2** When will your activity or project take place? (specifically those for which you are seeking a grant from The Highland Council)

Start date (month and year).....

End date (month and year).....

Location.....

**2.3** What activity or project do you want us to support? *E.g. Funding in kind, purchase of equipment, travel costs, event costs, annual running costs. Please include all resources that you require e.g. staff support, halls, parks, equipment. If you are applying for a leased property at a reduced rental please give details of the property address and what the property will be used for. Please tell us what the project aims to achieve and who will benefit from the project. Please note that the Council will be unable to provide any resources not specified on this form or supporting information.*

## PART 2: ABOUT YOUR ACTIVITIES OR PROJECT

### 2.4 Does your activity or project involve building or landscaping work?

Yes  No

If yes please answer both a) and b) below.

a) Does your organisation (Tick one option below):

Have ownership of the land or building Yes  No

or

Hold at lease of at least 5 years that cannot be ended by the landlord?

Yes  No

b) Is planning permission needed for your project? Tick one option below.

Planning permission not required

Planning permission required and has been granted

### 2.5 Please tell us if:

- excluded, under represented and vulnerable groups are likely to face barriers to benefit from your project; and,
- how you intend to tackle these barriers.

In particular, please indicate whether you think there are likely to be any barriers in relation to equalities issues (i.e. in relation to age, disability, faith, gender, race or sexual orientation) and how you intend to tackle these barriers:

## PART 2: ABOUT YOUR ACTIVITIES OR PROJECT

**2.6** Where relevant and appropriate please describe any contribution your project may make towards promotion of the Gaelic language?

**2.7** Please tell us if you have spoken to anyone about your application for advice and support – e.g. Local Highland Council Elected Member, Community Council Member, Council Staff, local Council for Voluntary Service (CVS) – If yes, please provide details:

**2.8** Please tell us about any funding in kind you are seeking from the Council:

Detail i.e. premises, facilities, staff time	Estimated value

**2.9** Please tell us about any funding in kind you have accessed from other organisations

Detail	Organisation	Estimated Value

## PART 2: ABOUT YOUR ACTIVITIES OR PROJECT

**2.8** How much will your activities or project cost and how much do you require from **The Highland Council**? Please give a breakdown of costs and tell us what your organisation is contributing, or either have applied for or received from anyone else for this project?

Item or Activity	Breakdown of Total Costs	Year 1	Year 2*	Year 3*	Total
<b>Staff</b>					
<b>Other Costs e.g. property costs, transport, equipment, insurance, marketing</b>					
<b>Total Project Cost</b>					
<b>Other Funding relating to this project (including own resources and income) Continue on separate sheet if required</b>	Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>				
	Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>				
	Successful <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Awaiting Decision <input type="checkbox"/>				
<b>Total Funding Request The Highland Council</b>	How much is being applied for within this application?				

**\*See guidance notes for specific funding stream to see if you are able to apply for more than one year of funding.**

## PART 2: ABOUT YOUR ACTIVITIES OR PROJECT

**PLEASE COMPLETE QUESTIONS 2.9 TO 2.13 ONLY IF YOU ARE APPLYING FOR £10,000 OR MORE RESOURCES PER YEAR (cash / reduced lets, in kind)**

**2.9 Please tell us how you know that there is a need for this activity or project and how your approach will meet this need. This might include:**

- a. Community support for your project (e.g. surveys, etc.)
- b. Statistics which show the need for your project (e.g. unemployment figures, crime statistics)
- c. Evidence from similar projects which shows that they have worked (e.g. research from elsewhere or evaluations of previous local work)

**2.10 Is this a new or additional service? – Yes  No**

**If yes, what change will your activities or project make in your community?**

## PART 2: ABOUT YOUR ACTIVITIES OR PROJECT

**If No, how has your activities or project been funded in the last three years?**

**2.11 Please tell us how you will know that your activities or project is working and that you are benefiting your community. You only need to provide targets for the years in which your project will operate. See the detailed guidance for examples of targets.**

Service you are providing	How you will know you have made the change		
	Year 1 Measurable Outcome	Year 2 Measurable Outcome	Year 3 Measurable Outcome

**2.12 How will the grant help the Council achieve its goals and objectives? (as stated in guidance):**

**2.13 If it is intended that this activity or project continue beyond the period of Council support, how will it be funded?**

**PART 3: SPECIFIC QUESTIONS RELATING TO THE GRANT FUND  
WHICH YOU ARE APPLYING TO (*Name of fund to be inserted*)**

3.1



## **PART 4: YOUR BANK DETAILS AND OTHER INFORMATION**

- 4.4 It is normal and acceptable for your group to have reserves within its bank account. If your bank account shows you are holding funds in savings or reserves, please explain how you plan to utilise these funds?**

## PART 5: CHECKLIST AND DECLARATION

### 5.1 To ensure that the Highland Council can consider your application, please tick boxes to show what you have enclosed.

Please ensure that you have enclosed the following information:

- a) A copy of your most recent signed constitution
  - b) Your most recent externally verified Statement of Accounts as presented to your latest AGM (see guidance for further information on the level and type of external verification we expect).
- Or**
- For new organisations which have been established less than 12 months, please give an estimate of first year's income and expenditure.
  - c) A copy of your organisation's last 3 months bank statements (for very new organisations a single bank statement will be sufficient).
  - d) Three quotes for all goods or services of over £3000 (see guidance notes)
  - e) Any other documentary evidence which is available to support your answer to Q 2.9 (for applications over £10,000)

**The Council may also request other information, depending on the type of application including:**

- Business Plan;
- Names of Office Bearers;
- Copy of contents / public liability employers liability, and vehicle insurance where relevant;
- Job description (where funding is required for a post/s);
- Equal Opportunity Policy;
- Child Protection Policy;
- Health and Safety Policy; and
- Complains Procedure.

## PART 5: CHECKLIST AND DECLARATION

### 5.2 If you wish, please give comments on the application form and guidance.

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### 5.3 Declaration

We confirm that we are allowed to submit this application on behalf of :

**Name of Organisation:**

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We undertake to ensure that all the necessary enclosures are included, that the information is, to the best of our knowledge, accurate and that this application complies with the Highland Council's conditions of grant.

The data you have provided in the application and claim forms will be recorded on an electronic data base and are subject to the provisions of the Freedom of Information Act (Scotland) Act 2002, the Data Protection Act 1998.

Please provide 2 signatures. Signatory 1 should be the Chairperson of the Organisation and signatory 2 should be the person who has filled out the form. If these two people are the same, signatory 2 should be another member of your organisation's committee.

#### Signatory 1

<i>Print Name:</i>	<i>Signature:</i>	<i>Date:</i>

#### Signatory 2

<i>Print Name:</i>	<i>Signature:</i>	<i>Date:</i>