

Grant application form

Notes for applicants

You can complete this Grant application form in Adobe Acrobat and print it out, or print it and complete it by hand, using block capital letters. Return the form to South Lanarkshire Council, Administration Services, Floor 2, Council Offices, Almada Street, Hamilton ML3 0AA.

It is important that these notes for applicants are read before completing the application form.

The main purpose of the Council's grants scheme is to provide grant aid to organisations that provide and promote social, cultural, environmental and recreational activities that benefit their local community.

Who can apply? (please also refer to separate information sheet)

The Council's grants scheme is open to:

- all properly constituted organisations who provide benefit to the community
- local community groups and voluntary organisations
- organisations not based within South Lanarkshire must be able to demonstrate a benefit to members who live in the South Lanarkshire Area.

Who can't apply?

Grant funding is not awarded retrospectively, therefore applications need to be submitted in advance of the project, event or activity that you are planning.

In the case of Community Grants, organisations will not be given grant funding more than once in any financial year.

Grants to individuals will not be considered.

When considering applications, the Council will exercise due regard to current equalities legislation.

How to apply

Application form

Complete and return the application form and all other relevant documentation (see section 7 – checklist)

Conditions of grant

Awards made through the Council's grant scheme are subject to conditions of grant which must be read and signed off by applicants at the application stage. There is an appropriate "conditions of grant" form enclosed which relates to the type of grant you are applying for.

(Note: Service Level Agreements will be dealt with separately)

This "conditions of grant" form must be signed and returned along with your application form. Failure to do so will delay the application process.

Both these documents should be returned to:

South Lanarkshire Council
Administration Services
Floor 2, Council Offices
Almada Street
Hamilton ML3 0AA

Your application will be acknowledged and a name and telephone number will be provided telling you who is dealing with your application.

Grant applications will be considered by the appropriate Area Committee of the Council and you will be notified in writing of the outcome of your application within 5 working days of the date of the Committee meeting.

Additional information

If you require any additional information/advice prior to submitting your application or if you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone: 01698 454196 Email: communitygrants@southlanarkshire.gov.uk

1. Organisation details

Name of organisation:
(same as constitution)

Where does your organisation meet?

Organisation web address:

Type of organisation

Charity

Nursery

Social Club

Other

(please specify)

Type of application:

Please tick

- New organisation wishing to apply for a start-up grant
- Organisation not previously funded by the Council
- Organisation that has applied for grant funding in previous financial years

Is the organisation a registered charity?

Yes

No

If yes, please enter your charity number

Is the organisation registered for VAT?

Yes

No

If yes, please enter your VAT registration number

2. Contact details – person making the application on behalf of the organisation

We may need to contact your organisation in relation to this grant application.

Please provide your contact details below. We will only use the information that you provide in connection with the application and for no other purpose

Contact person:
(who must sign at Section 8)

Address for correspondence:

Contact phone number and mobile number, if applicable:

Contact email address:

Preferred method of contact:

Phone

Email

Post

Office bearers

Position	Name	Address	Phone number
Chairperson			
Secretary			
Treasurer			

3. General

3.1 How long has your group been in existence?

Less than 1 year 1-10 years 10 years +

3.2 What are the aims, objectives and main activities of your organisation?

These should link to Council priorities

Aims/objectives:

Main activities:

3.3 How many members participate regularly in your organisation's activities?

20 or less 21-50 50-100 100+

3.4 How many employees/volunteers are in your organisation?

	Number involved
Employees	<input type="text"/>
Volunteers	<input type="text"/>

3.5 Are the premises where you meet

Owned by the group Private lease Council lease

3.6 Are you a branch of a larger organisation?

Yes No

If yes, please give details:

3.7 What geographical area does your organisation cover?

South Lanarkshire North Lanarkshire
Central Scotland Scotland

4. Grant details

4.1 How much money are you applying for?

£

4.2 Please give as much detail as possible in relation to the outing, equipment or activity that you are applying for: (If you are arranging an outing can you give the date/destination and any associated entrance fees)

Item/project/event/activity	Date of event/timescale of project	Estimated cost
Total grant applied for		

4.3 Please detail all other funding applied for or received by your organisation for this purpose (include details of any fundraising activity, fees charged or any other grant sources, including the Council)

Source of funding	Date	Amount awarded/requested	Progress

4.4 What will be the benefits of this grant?

(Please include any relevant targets, such as how many people will benefit)

4.5 Can you confirm how your application links to the Council's vision and values in The Council's Plan, Connect. (See appendix 1)

4.6 **Groups which involve children** - If any of the financial support applied for through this application is to be used to provide activities for children, please complete Appendix 2 "Childcare".

5. Previous support

Has your organisation previously received support from South Lanarkshire Council?

Yes No

If yes, please give details:

Type of grant	Amount awarded	Purpose of grant	Date of award

6. Grant details

6.1 Have you discussed this application with anyone from South Lanarkshire Council?

If so, please provide his/her name.

6.2 Please supply any further information in support of your application that you feel has not been appropriately covered in previous sections.

7. Checklist

Before signing and posting your application form please ensure that all documents listed below are enclosed (note failure to submit any of these documents will result in your application being delayed). The documents referred to are as follows:

- A copy of your constitution or set of governing rules
- A copy of the last 2 years audited final accounts
or
A copy of the last 2 years annual income and expenditure accounts (except for new groups)
- A copy of latest bank statement
or
a copy of the pages of your passbook showing the organisation's name, account number and current balance, stamped and signed by your bank or building society
or
for new groups only, a letter from your bank on their headed paper with your organisation's account details
- A copy of the signed conditions of grant form applicable to the level of grant requested

Please also provide the following details to allow your grant to be paid into this account:

Name and address of organisation's bank	
Organisation's account name	
Sort code	
Account no	

In addition to considering the relevant financial information submitted by your organisation, it should be noted that South Lanarkshire Council reserves the right to contact or visit you at any time to review further your financial arrangements.

In order to adhere to general audit principles, the Council may require to validate the use of funds granted by obtaining background information or establishing the physical existence of assets. The Council and/or its representatives reserves the right to carry out an audit of the books and records of the organisation and may also request permission to obtain bank references should this be considered necessary.

8. Signature

In signing this form:

- I can confirm that, as far as I know, all the information on this application form is true and correct and I understand that the Council may ask for more information at any stage.
- I also understand that the conditions of grant document which confirms that the grant provided will only be used for the purposes for which it was approved must be signed and submitted along with this form in order that the application may proceed.
- I agree on behalf of my organisation to retain and make available on request, any receipts or other proof of purchase in order that the Council can ensure the grant was spent in line with the approval given.
- I understand that the information contained within this application will be used solely in connection with this application for a grant and the processes relating to it as set out in the Conditions of Grant that have been provided to me.
- I confirm that I have read and understood the Council's privacy notice

Privacy Notice

South Lanarkshire Council is a Data Controller registered with the Information Commissioner. We can be contacted at: South Lanarkshire Council, Council Offices, Almada Street, Hamilton ML3 0AA or by calling our Data Protection Officer on 0303 123 1015 or by emailing dp@southlanarkshire.gov.uk

The Council is processing your personal information in the exercise of its statutory functions and it has the power to do this under the Local Government (Scotland) Act 1973.

The personal information that we are gathering on this form will be used in connection with your application for a Community Grant. A copy of your application form will be retained by Administration and Legal Services during the processing of the application and thereafter for 6 years at which point it will be confidentially destroyed. Your personal details will not be shared with any other Service of the Council or with any outside organisation, or used for any other purpose by the Council unless permitted to do so in terms of the Data Protection Act 1998. The Council will not use your personal information for any form of person profiling.

Form completed by (please print name)	
Signature	
Designation	
Date	

Thank you for your co-operation

Appendix 1

Grants should be used to assist your organisation, and at the same time, meet the Council's values and objectives.

Council Plan 2017 to 2022 – “Connect”

This Plan presents the Council's vision for its area.

Vision

In partnership with others, we will work to improve the quality of life of everyone in South Lanarkshire. We aim to do this at every level, by improving the social, economic and environmental well-being of our whole area and by helping to create communities which are safe, healthy and successful.

Key Council values are to:

- be focused on people and their needs
- work with and respect others
- be accountable, effective, efficient and transparent
- be ambitious self aware and improving
- be fair, open and sustainable
- be an excellent employer

The Council is committed to the positive promotion of Equal Opportunities and Human Rights when administering grant funding and this is reflected in the signed conditions of grant form.

Stronger Together

Stronger Together is the name given to South Lanarkshire's Community Plan. This is the joint vision developed by the South Lanarkshire Community Planning Partnership.

The Partnership includes Cambuslang Business Group, Chamber of Commerce, NHS Lanarkshire, Police Scotland, Scottish Enterprise, Scottish Fire and Rescue Service, Scottish Government, Skills Development Scotland, South Lanarkshire Council, Strathclyde Partnership for Transport, VASLan (Community and Voluntary Sectors)

Objectives

Several of the Council's objectives are particularly relevant to the grants scheme, these objectives include actions to:

- Work with communities and partners to promote high quality, thriving and sustainable communities
- Support our communities by tackling disadvantage and deprivation and supporting aspiration
- Encourage participation in physical and cultural activities

Note: Full copies of Connect 2017 to 2022 are available on the Council's website www.southlanarkshire.gov.uk

As a signatory of Scotland's Climate Change Declaration, South Lanarkshire Council is committed to reducing the impact of its activities on global climate change.

We actively support projects and activities that enhance and/or minimise harm to the environment in order to support sustainable development.

Further details of the Councils Sustainable Development strategy can be found on the Council's website.

Appendix 2

To be completed **only** if your project is offering **child care or activities** for children with the aid of this grant request.

1. Is your organisation registered with the Care Commission?

Yes No

2. If you offer sessional or full-time child care, please complete the table below.

Please detail exact number of children attending each session and length of time of each session.

New groups should provide an estimate of this figure.

	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
am						
pm						
Evening						

3. What age range of young people will benefit?

Under 5s 5-11 12-16 Over 16

4. Please list the activities for children which will be undertaken with your organisation
(Please attach a copy of the programme/plan if available)

5. Will this grant offer any new child care places?

6. How will places be allocated?

7. Does your organisation offer subsidised places?

Yes No

8. Does your organisation offer educational opportunities to parents?
e.g. language classes, health classes or does it enable parents to work/study?

9. Does your organisation provide any formal or informal activities for children?
e.g. Christmas parties, day trips?

10. Are volunteers involved in these activities?

Yes No

11. Do the volunteers receive any specialist training?

12. Does your organisation carry out Disclosure Scotland checks on volunteers?

Yes No

If you need this information in another language or format,
please contact us to discuss how we can best meet your needs.

Phone: **0303 123 1015**

Email: equalities@southlanarkshire.gov.uk

如果您需要本资料的其他语言版本或格式，请使用以下
方式与我们取得联系，我们将尽可能满足您的要求。电
话 **0303 123 1015**。

电子邮件：

equalities@southlanarkshire.gov.uk

अगर आपको यह जानकारी किसी अन्य भाषा या स्वरूप में
चाहिए, तो इस बात पर चर्चा के लिए हमसे संपर्क करें
कि हम आपकी ज़रूरतें कैसे सबसे अच्छे रूप में पूरा कर
सकते हैं।

फ़ोन **0303 123 1015**

मल: equalities@southlanarkshire.gov.uk

Jeśli potrzebują Państwo otrzymać niniejsze
informacje w innej wersji językowej lub formacie,
prosimy o skontaktowanie się z nami, aby omówić,
jak możemy najlepiej spełnić Państwa potrzeby.

Numer telefonu: **0303 123 1015**. E-mail:

equalities@southlanarkshire.gov.uk

ਜੇ ਤੁਹਾਨੂੰ ਇਹ ਜਾਣਕਾਰੀ ਕਿਸੇ ਹੋਰ ਭਾਸ਼ਾ ਜਾਂ ਰੂਪ ਵਿਚ ਚਾਹੀਦੀ ਹੈ
ਤਾਂ ਸਾਡੇ ਨਾਲ ਸੰਪਰਕ ਕਰੋ ਤਾਂ ਜੋ ਅਸੀਂ ਤੁਹਾਡੀਆਂ ਲੋੜਾਂ ਪੂਰੀਆਂ
ਕਰਨ ਦੇ ਸਭ ਤੋਂ ਚੰਗੇ ਤਰੀਕੇ ਬਾਰੇ ਗੱਲਬਾਤ ਕਰ ਸਕੀਏ। ਫੋਨ

0303 123 1015.

ਈਮੇਲ: equalities@southlanarkshire.gov.uk

گريه معلومات آپ کو کسی دیگر زبان یا صورت میں مطلوب ہیں تو مہربانی فرما
کر ہمارے ساتھ رابطہ کریں

کہ ہم اچھی طرح سے آپ کی ضروریات کیسے پوری کر سکتے ہیں۔ فون

0303 123 1015

ای میل: equalities@southlanarkshire.gov.uk