

# Clashindarroch Community Fund

## Proposal Form Guidance

### Large Grants (over £25,000)

**Applying for a grant over £25,000 is a two stage process.**

Please complete and submit a Large Grant Proposal Form to Foundation Scotland at least two weeks before the next advertised Panel meeting. The Clashindarroch Community Panel will consider your proposal and decide if it wants to invite the organisation to submit a Large Grant Application. If so, a Large Grant Application Form will be forwarded to you.

The following guidance is designed to assist with filling in this form only. Before deciding whether or not to apply or for information about other available levels of grant and the overall fund criteria, **please first read the Fund Factsheet**, which is available from Foundation Scotland's website.

#### Section 1: Contact details

##### **Name of organisation**

We can only consider applications from constituted organisations. The name of your organisation should be inputted as it appears on your constitution (or governing document or set of rules).

##### **Main Contact**

The main contact should be the person who is best placed to provide further information to us about both the grant request and the organisation.

##### **Position**

This should be the position the main contact holds in the organisation e.g. your job title if you are a paid member of staff or, if you are a volunteer, your role within the group.

##### **Tel (main)**

Please provide the phone number that you can be contacted on during the day. This could be a landline or mobile.

##### **Tel (alternative)**

Please provide an alternative phone number to the main phone number provided above. This could be an alternative landline or mobile.

##### **Email**

Please provide the email address for the main contact person for this application.

##### **Website**

Please provide the website address of your organisation. If the organisation does not have a website address then please leave blank.

##### **Correspondence address**

This could differ from your organisation's fixed address should you prefer correspondence relating to your grant application to be sent to a more convenient address, for example, your organisation's premises may only be open certain days/times during the week.

## **Organisation address**

If the correspondence address provided above is the home address of the main contact then please also provide the organisation's fixed address here.

## **Section 2: About your organisation**

### **What type of organisation are you?**

Please select the legal status/structure of the organisation. Your group does not need to be a registered charity to apply for a grant; however, your group should be a non-profit organisation with charitable aims and objectives, and this should be reflected in your constitution or governing document. If you are unsure if your group is eligible, please contact us for advice.

## **Section 3: Your Project**

### **Will this be a new project?**

Please indicate if this is a new project. If it is already running tell us how long it has been running and how it is being funded/ has been funded in the past.

### **Please summarise the key aims of the project and what a grant from the Clashindarroch Community Fund will be used for.**

Please provide a summary of what the project will achieve and how it will fit with one or more of the Fund's themes and other criteria (see the Fund Factsheet for details).

### **Which communities will benefit from the project?**

The Fund supports projects located within or directly benefiting one or more of the communities defined by the community council boundaries of Huntly, Strathbogie and Tap o Noth, and the former parish of Cabrach. Priority may be given to applications which benefit at least two of the communities.

### **What is the expected start and end date of the project?**

When do you realistically expect to start and complete the project? If this is over a period of years please say so. Please note we do not fund retrospectively, so please ensure you submit your application well in advance of your project start date, taking into account that to receive a grant at this level requires going through two stages.

### **What is the total cost of the project?**

Please provide the total cost of all the expenditure required to successfully deliver your proposed project. In some cases this might be an approximation rather than firm figures. It is helpful if you can indicate the type of projected expenditure (i.e. either capital or revenue) but we are not requiring a breakdown of expenditure at this point.

### **How much are you considering applying to the Fund for?**

This is the amount of money you will be requesting from the Fund rather than the total project cost. Please also tell us other sources of funding you have already secured or plan to apply for.

## **What happens next?**

In the first instance, we will check your enquiry is in order and has been submitted with the necessary information. We will contact you immediately if there is anything missing or if you are ineligible to apply. The Panel will consider your proposal and you will be informed of the decision by email (or letter if an email address has not been supplied). You can send completed proposals by email to: [rosalind@foundationscotland.org.uk](mailto:rosalind@foundationscotland.org.uk) or by post to: **Programme Administrator, Clashindarroch Community Fund, Foundation Scotland, 22 Calton Road, Edinburgh, EH8 8DP**

For any questions, please contact the Programme Administrator on 0131 524 0300 or by email at the address above.