

VOLUNTARY AND COMMUNITY ORGANISATIONS GRANT APPLICATION FORM



Introduction

Renfrewshire Council offers a wide range of grants to voluntary and community Organisations. The **Quick Guide to Grants** attached to this form provides details of the types of grant available and the person you should contact if you have any queries about a particular grant. This application form should be used to apply for only those grants listed in section B below.

You MUST read the “Grant Application Guidelines” enclosed BEFORE and DURING completion of the application form

A. Completing the Application Form

To ensure the Council can fully consider your application please make sure you:

Complete **all** questions - where a question is not relevant, please indicate “not applicable”

Provide copies of **all** documents requested (refer to **Appendix 2** on **page 12**) such as:

- copy of your Constitution, or Memorandum and Articles of Association, or Deeds of Trust
- the financial information requested
- Sign the declaration

Remember — if we need to come back to you for further information this may delay your application for funding

B. What grant are you applying for? (tick one box only/or enter “X”)

Economic Development	After School care Grants	Social Work Section 10	
Environmental Grants	Housing	Community Grant Schemes (Via Local Area Committees)	
Education Category C	Tenants Association Start Up & Annual grants	Paisley Common Good Fund	General
			Ward
Pre-five Voluntary Sector	Tenants Association One- off Grants	Renfrew Common Good	General
			Ward
Child Care Support for adult learners	Leisure Grants	Youth Challenge Fund	

C. Conditions of Grant

The Council's Conditions of Grant are enclosed with this application form. If the Council approves your application for funding, you will be required to sign appropriate documentation in order to comply with these Conditions of Grant **before** any payment can be made.

Section 1 - Key Information**1a** What is the name of your Organisation? (refer to guidelines)**1b** What is the name of the project or service for which you are seeking grant funding?
(if different from 1a above)**1c** What is the address of the main/registered office of your Organisation? (see guidelines)

Address	Phone
Postcode	Fax
Mobile	e-mail

1d Details of the main contact in your Organisation (refer to guidelines)

Title Surname	Address	Phone
1st Name	Postcode	Fax
e-mail	Mobile	

1e How much grant funding are you seeking from Renfrewshire Council?

£	
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Section 2 - About Your Organisation**2a** Name of Organisation regularly used (if different from above)

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2b What are the aims and objectives of your Organisation? (maximum 50 word summary)

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2c Please tell us which of the Renfrewshire Community Planning Objectives your Organisation/project's aim and objectives will contribute to (Please tick at least one or enter "X")

To provide and promote learning opportunities which meet the needs and aspirations of individuals, businesses and communities	
To support and sustain economic growth which generates work and wealth	
To make significant progress towards Renfrewshire being one of the healthiest areas in Scotland	
To provide the best possible support and care to vulnerable individuals and families	
To improve and maintain our neighbourhood and homes	
To create safe places to live, work and play	

2d What is the legal status of your Organisation? (tick one or more box or enter "X")

Unincorporated Club or Association	Charitable Trust	Charity No.	
Company Limited by Guarantee	Company Limited by shares	Company No.	
Other (Please Detail)			

2e What area does your Organisation cover? (Tick or complete ONE box only or enter "X")													
Part of Renfrewshire (give Detail – e.g. Johnstone)													
Local Area Committees Covered (See Appendix 1)													
Renfrewshire Wide					National or UK wide								
Inter Authority (e.g. previous Strathclyde area)					Other (Please Detail)								
2f How long has your Organisation been established?													
Years		Months											
2g Are you a membership Organisation?													
No <input type="checkbox"/> Skip to 2H below													
Yes <input type="checkbox"/> How many members do you have <input type="text"/> How many are from Renfrewshire? <input type="text"/>													
How many members attend regularly? (i.e. attend approx. 75% of your meetings) <input type="text"/>													
2h When does your Organisation mainly operate/meet? (tick as appropriate or enter "X")													
	Everyday	Mon- Fri	Mon	Tues	Wed	Thurs	Fri	Sat	Sun				
a.m.													
p.m.													
eve													
2i Who are the members of your Management Committee or Board & what are their roles?													
	Name			Office Held (if any)				Name			Office Held (if any)		
1							11						
2							12						
3							13						
4							14						
5							15						
6							16						
7							17						
8							18						
9							19						
10							20						
Please note that, if you are granted £500 or over, all those named above will require to sign formal undertakings													

2j Where will the Organisation provide the services/activities for which grant funding is requested?			
Address		Phone	
		Mobile	
		Fax	
Postcode		E-mail	

2k Are the premises: (tick one box only or enter "X")			
Hired on an hourly basis		Provided free of charge	
Rented/Leased by your organisation		Other (please detail)	

2l Who owns the Premises? (tick one box only or enter "X" - refer to guidelines)			
Renfrewshire Council	<input type="checkbox"/>	Another Organisation – Commercial	<input type="checkbox"/>
Your Organisation	<input type="checkbox"/>	Another Organisation – non Commercial	<input type="checkbox"/>
Other (Please Detail)			

Section 3 - About your Staff and Volunteers

3a Does your Organisation employ any staff (i.e. do you pay people to work for you?)

NO Skip to 3c below

Yes Please provide details for each member of staff in the grid below
continue on a separate sheet if necessary (refer to guidelines)

Post title	Full time/Part time or Vacant	Salary (£)	Length of Service	
			Years	Months

3b How many of your staff are:			
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
White	<input type="checkbox"/>	Black or Minority	<input type="checkbox"/>
People with Disabilities	<input type="checkbox"/>	Under 25 years of Age	<input type="checkbox"/>

3c How many volunteers are involved in your Organisation? (people who help out **without** being paid)**3d** How many of your volunteers are:

Male		Female	
White		Black or Minority	
People with Disabilities		Under 25 years of Age	

3e Will your staff/volunteers be working with, or in sole contact with, children or young people or vulnerable adults?

NO	Skip to section 4 below
YES	If YES, confirm that you have obtained Disclosure Scotland criminal records checks at the appropriate level in relation to your staff/volunteers and that other references and qualifications are verified. (refer to guidelines) Yes <input type="checkbox"/> No <input type="checkbox"/> (if NO here explain below)

Section 4 - Your Organisation's Finances**4a** Please give details of the bank account you wish to use if grant application is successful.
This should be the account of the Organisation named in 1a

Name of Account								
Name of Bank/Building Society								
Sort Code			-			-		
Account Number								
Roll Number (Building Society accounts only)								
Address of Bank/Building Society								
Postcode					Telephone No			

4b How many people are required to sign cheques or withdraw money from the Organisation's account? (see guidelines)**4c** Please tell us the names and roles of those who are authorised to sign cheques or withdraw money from the Organisation's account

	Name	Office Held (if any)
1		
2		
3		

4l What is the TOTAL cost of the Organisation or project which you are seeking grant funding for? (refer to guidelines)			
Revenue	Capital	Total	
4m Give details of the total cost of your Organisation/project below (refer to guidelines)			
COST HEADING	Expenditure	Total annual amount	Grant aid requested From Renfrewshire Council
Staffing	Salaries & N. Insurance		
	Travel & Subsistence		
	Training		
Staffing: Other (give details)			
Property Costs	Rent		
	Rate		
	Hiring/Let of Premises		
	Repairs		
	Heating and Lighting		
Property: other (give details)			
Administration Costs	Printing and Stationery		
	Telephones		
	Audit/Accountancy		
Admin : Other (give details)			
Transport			
Building	Refurbishment of premises (inc VAT)		
	Furniture & Fittings		
	Office Equipment		
Building Other (give details)			

4n What is the Organisation/Project's contingency plan or arrangements for managing a funding shortfall? (refer to guidelines)

Section 5 - Your Grant Request

5a What is the purpose of the grant? Please summarise in no more than 75 words

5b What services/activities will you provide in Renfrewshire and what specific targets will the grant support and develop? (refer to guidelines)

5c What are the benefits to local people of the Organisation's services/activities within Renfrewshire?

5d What monitoring mechanisms will you put in place to demonstrate that you have achieved these targets?

5e	How many residents from Renfrewshire currently use the service/activities provided by your Organisation? (refer to guidelines)		
5f	Please tell us which area(s) within Renfrewshire your Organisation/project will target (please tick the boxes that apply or enter "X")		
	Johnstone West		
	Foxbar, Glenburn, Thrushcraigs and Blackhall		
	Millerstone, Ferguslie and Westend		
	Cart Corridor & Gallowhill		
	Renfrew, Moorpark		
	Other areas – (please tell us which areas)		
5g	Will the number of users increase or decrease next year and by how much?		
5h	How will the people who benefit from your services/activities be involved in the management, operation and development of the Organisation/project?		
5i	Contact with Renfrewshire Council - have you discussed this application with anyone from Renfrewshire Council? (e.g. Your Councillor or a Council official) (refer to guidelines)		
No	<input type="checkbox"/>	Skip to 5J below	
Yes	<input type="checkbox"/>	Please give details below	
Name		Job Title	
Department		Location	
Outcome of discussion			
5j	Referee - Please provide contact details of someone who is independent of your Organisation, but who knows your work well enough to talk about your Organisation/Project (This must not be a Renfrewshire Council staff member)		
Name		Phone	
Address		Fax	
		Mobile	
Postcode		Email	
5k	Please give any other information you think will support your application (see guidelines)		

Declaration

On behalf of the Organisation described in this form, I apply for a grant from Renfrewshire Council. I warrant the accuracy of the information given in the form. I undertake to ensure that all sums which may be paid to or for the Organisation by Renfrewshire Council shall be used only for the purposes for which the Grant is awarded.

I understand that any Grant made available is subject to Renfrewshire Council's Conditions of Grant for Organisations which I have read and understood, and that payment of grant money of £500 and over is conditional on all members of the Management Committee of the Organisation signing a legally binding document in such form as Renfrewshire Council shall specify.

Applicants Signature	
Applicants Full name (BLOCK CAPITALS)	
Applicants Address	
Names of Organisation on whose behalf grant is being requested	
Applicants position in organisation	
Date of applicants signature	

The Data Protection Act 1998

The information provided by you on this form will be used for the purposes of ensuring compliance with the recommendation of the **Audit Scotland** by ensuring that information relating to Organisations/Projects as grant recipients, including Organisation/Project's Committee/Board members are held on a central database. The Council may check the information provided by you with other information held. The information may require to be shared with other Council departments and our Partners, such as **Communities Scotland, Scottish Enterprise Renfrewshire, Community Planning Partners, Paisley Partnership Regeneration Company**, to check the accuracy of the information to prevent or detect fraud or crime or to protect public funds, and for the purpose of consultation. Where relevant, information and the name of the Organisation/Project as a grant recipient will be listed in all Council publicity material. No other disclosures will be made unless the law permits the disclosure.

Please return the completed application along with all relevant documents to:

**Committee Services
Corporate Services
Renfrewshire House
Cotton Street
PA1 1TR**

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Legislation	Section
The Local Government (Scotland) Act 1973	
The Local Government and Planning (Scotland) Act 1982	
The Social Work (Scotland) Act 1968	
The Local Government in Scotland Act 2003	
Other:	

Renfrewshire Council: Grants to Voluntary Organisations

APPENDIX 2

CATEGORIES OF GRANT and documentation required for each

Your application should fall into one of the following categories. Please ensure that you enclose all the documentation requested.

FIRST TIME APPLICANTS (applicable to ALL levels of funding requested)

ALL FUNDING LEVELS	DOCUMENTATION REQUIRED
	<ul style="list-style-type: none"> • The most recent audited accounts (where these are available)
	<ul style="list-style-type: none"> • Statements of Income and Expenditure/balance sheet for the previous 3 years. These should be signed by the person responsible for preparing them, who should be independent of the organisation.
	<ul style="list-style-type: none"> • Bank statements covering the period between the latest accounts being audited and the date of signing on the application form.
	<ul style="list-style-type: none"> • A copy of the organisation's current Constitution or a copy of their Memorandum and Articles of Association
	<ul style="list-style-type: none"> • Any other relevant reports to support your application.

PREVIOUS APPLICANTS

Organisations who have *previously applied* for grant aid should refer to the guidelines which follow, which are based on the amount being applied for (2 levels):

1) UNDER £500	DOCUMENTATION REQUIRED
	<ul style="list-style-type: none"> • A complete set of Bank Statements for the year previous to the date of signing on the application form
	<ul style="list-style-type: none"> • The Statement of Income and Expenditure/balance sheet signed by the person responsible for preparing them, who should be independent of the organisation
	<ul style="list-style-type: none"> • A copy of the organisation's current Constitution or a copy of their Memorandum and Articles of Association.
	<ul style="list-style-type: none"> • Any other relevant reports to support your application.

2) £500 to £2,500	DOCUMENTATION REQUIRED
	<ul style="list-style-type: none"> • The most recent audited balance sheet
	<ul style="list-style-type: none"> • A complete set of Bank Statements for the year previous to the date of signing on the application form
	<ul style="list-style-type: none"> • A copy of the organisation's current Constitution or a copy of their Memorandum and Articles of Association.
	<ul style="list-style-type: none"> • Any other relevant reports to support your application.

Grants to Voluntary Organisations **LOCAL AREA COMMITTEES** **APPENDIX 1****For use by Community (Local) Grant Applicants only**

Where Local Grant applications cover more than one Local Area Committee Ward, ALL relevant wards should be ticked to enable any award of grant to be allocated proportionately

BOARDS	COUNCILLOR	Check <input checked="" type="checkbox"/>
Renfrew & Gallowhill (Ward 1 & 2)	Councillor Derek McKay Councillor Alexander Murrin Councillor Bill Perrie Councillor Mary Fee Councillor Eddie Grady Councillor Cathy McEwan	<input type="checkbox"/>
Paisley North (Wards 3 & 4)	Councillor Brian Lawson Councillor Celia Lawson Councillor Susan McDonald Councillor Jim Sharkey Councillor Mike Dillon Councillor Terry Kelly Councillor Kenny MacLearn Councillor Tommy Williams	<input type="checkbox"/>
Paisley South (Wards 5 & 6)	Councillor George Adam Councillor Eddie Devine Councillor Marie McGurk Councillor Jim Mitchell Councillor Lorraine Cameron Councillor Jackie Green Councillor Mark Macmillan Councillor Eileen McCartin	<input type="checkbox"/>
Johnstone & Villages (Wards 7 & 8)	Councillor John Caldwell Councillor John Hood Councillor Tracie McGee Councillor Iain McMillan Councillor David Arthur Councillor Neil Bibby Councillor Bruce McFee	<input type="checkbox"/>
Houston, Crosslee, Linwood, Riverside & Erskine (Wards 9,10 & 11)	Councillor David Clews Councillor Audrey Doig Councillor Anne Hall Councillor Allan Noon Councillor Michael Holmes Councillor Iain Langlands Councillor Carol Puthuchearry Councillor Jim Harte Councillor James McQuade Councillor Sam Mullin Councillor Iain Nicolson	<input type="checkbox"/>