



# Grant Application Form

**(Max Award £500)**

**Funding provided by:**



Lanark Auction Market | Hyndford Road | Lanark | ML11 9AX | T: 01555 660244

Please complete ALL sections and return to the address on page 7 with all required supporting information. Please refer to the NOTES on page 9 before completing the form.

## SECTION 1 - GENERAL INFORMATION

### 1. Amount Applied For

£

### 2. Name of Applicant Organisation

### 3. Contact Name

### 4. Contact Details

Address

Daytime Contact Telephone Number & Email Address

**5. Description of Project indicating under which of the Purposes the application is relevant** (Use continuation sheet overleaf if necessary). See *Note 2 and Appendix 1*)

**5. Description of Project (continued)**

**6. Please list supporting information included with this application: Written Constitution, Annual Accounts, quotations, drawings, reports, etc (See Note 3)**

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## SECTION 2 - FINANCIAL INFORMATION

**1. Project Budget (See Note 4)**

**Expenditure**

<i>Item</i>	<i>Cost (£)</i>

**Income**

<i>Source</i>	<i>Amount (£)</i>

**2. Other applications made for assistance with the project. for example National Lottery, Hagshaw Hill Windfarm Trust, etc (See Note 5)**

Organisation (Please give status of other applications e.g. pending, awarded)	Amount (£)

## SECTION 3 - DECLARATION

On behalf of

(please insert organisation name) 'the Organisation', I hereby apply for a grant from the Hazelside Micro Grant Scheme. I confirm that I am authorised on behalf of the Organisation to bind it legally to the undernoted conditions of grant, should any grant be awarded. On its behalf, I agree to the following conditions:-

1. The Organisation must have a bank account in the name of that Organisation. There must be at least 2 authorised signatories to this account who are members of the Committee or other Governing Body of the Organisation. The two signatories should not be related and all cheques must be signed by both.
2. The Organisation **must submit a Written Constitution with its application** and must notify Douglas Community Council of any changes in the constitution or officers.
3. The Organisation must make provision for the proper maintenance of financial records and accounts, which must be certified annually by an independent auditor, independent accountant or an independent responsible person. Accounts must clearly show the Hazelside Micro Grant Scheme's contribution to the Organisation. **A copy of the Organisation's latest audited/inspected/examined Annual Accounts must be submitted with this application.**
4. The Organisation must be open to inspection by representatives of Douglas Community Council (as administrators of the Hazelside Micro Grant Scheme) on request. The Organisation will provide such financial or other information as the Office Bearers of Douglas Community Council may require including the submission of at least two written quotations for the supply of goods or services that are the subject of this application.
5. The grant must only be used for the purpose for which it was approved by Douglas Community Council. In respect of equipment purchased with grant assistance, the Organisation will be required to provide information on storage facilities and insurance arrangements.
6. The grant must not be used to publish such information which, in whole or in part, appears to:
  - (a) be designed to affect public support for a political party;
  - (b) be designed to oppose any developments promoted by 3R Energy Solutions Ltd (or associated companies); or
  - (c) discriminate by reason of birth, race, sex, religion, disability or any other condition or circumstance personal or social. In particular, the Organisation should ensure that they are open to all who could benefit or wish to take part and have an equality of approach throughout project delivery.
7. All children's and youth Organisations should ensure that in carrying out their activities that they meet the requirement of the legislation, regulation and rules governing health

and safety and child protection. In particular, a child protection policy and procedure should be in place, with all staff and volunteers having had criminal records checks carried out through Disclosure Scotland.

8. Payment of any grant awarded from the Hazelside Micro Grant Scheme will be made only on the production of satisfactory evidence that (a) the expenditure has been incurred or committed, as approved, e.g. copy invoice, receipt or order, and (b) a complete funding package has been secured in relation to the project as a whole. The Office Bearers of Douglas Community Council reserve the right to pay suppliers directly in appropriate circumstances.
9. In certain circumstances, the Office Bearers of Douglas Community Council may impose additional conditions on a grant award, for example to ensure that a project is properly managed by a qualified person. Such conditions shall be determined at the sole discretion of Douglas Community Council.
10. All successful applicants in receipt of a grant award from the Hazelside Micro Grant Scheme will be required to demonstrate to the Office Bearers of Douglas Community Council that the award has been used for the purpose intended.
11. In considering grant applications the Office Bearers of Douglas Community Council shall consider whether the ongoing maintenance/revenue consequences of the project have been addressed.
12. The Office Bearers of Douglas Community Council shall be empowered to waive or vary any or all of these conditions in appropriate circumstances.
13. In the event of any breach of these conditions and/or the Organisation ceasing to exist, the Office Bearers of Douglas Community Council shall be entitled, at its discretion to immediate, repayment of any grant monies and/or to take over ownership of any equipment bought with the grant immediately on serving notice to that effect.

Signed.....Name.....

Date .....

Position held in Organisation .....

**Please return this form to:**

Mr K MacMillan, Douglas Community Council, 56 Ayr Road, Douglas, ML11 0QA  
or Email - douglascommunitycouncil@gmail.com

Once all information has been received the application will be submitted for consideration at the next available meeting of Douglas Community Council where Hazelside Micro Grant Scheme applications are to be heard (at least two meetings in each calendar year). The applicant will receive notification of the decision shortly after the meeting.



## SECTION 4 - DATA PROTECTION

Part of the information that you give to the Douglas Community Council will be held electronically. It will be used for administering and analysing applications and grant awards. It will be circulated and discussed in confidence with any person or organisation helping the Douglas Community Council to assess and monitor this application.

We may also publish certain details concerning a grant award from the Hazelside Micro Grant Scheme to your Organisation in the Hazelside Micro Grant Scheme's Annual Report and in local publicity material.

Your signature on this form confirms that the Douglas Community Council may process the information you have supplied to us under the terms of the Data Protection Act 1998.

To comply with data protection legislation, the lead proposer should sign the waiver below.

I certify that the Organisation has no objection to the information being incorporated in a computer database for management purposes.

Signed on behalf of the applicant Organisation by:

<b>Name</b>	
<b>Position</b>	
<b>Signature</b>	
<b>Date</b>	

## NOTES




1. The Office Bearers of Douglas Community Council are under no obligation to approve any application, either in part or whole and the decision of the Office Bearers of Douglas Community Council on any application is final.
2. In considering grants from the Hazelside Micro Grant Scheme the Office Bearers of Douglas Community Council will have regard to the Hazelside Micro Grant Scheme Purposes which are set out in Appendix 1 attached.
3. To assist consideration of individual applications, applicants are asked to ensure that all sections of the application form are completed. This information is essential to ensure proper consideration of each application and failure to provide this information may result in a delay in consideration of your application. Your application must be accompanied by:
  - Written Constitution
  - Annual Accounts
  - All other supporting information necessary to allow proper consideration of the application e.g. quotations, reports, drawings
4. Section 2(1) of the form should indicate broadly the budget by way of detailing groups of expenditure and sources of income.
5. Section 2(2) should detail all external agencies to which applications have been made stating whether or not the award has been made or is still to be considered.

## APPENDIX 1 – HAZELSIDE MICRO GRANT SCHEME PURPOSES

**The Hazelside Micro Grant Scheme shall operate for the following purposes for the public benefit within the Community Benefit Area delineated red in the plan attached:-**

- (i) Citizenship or community development (including, without prejudice to the foregoing generality, rural or urban regeneration and the promotion of civic responsibility, volunteering, the voluntary sector or the effectiveness or efficiency of charities);
- (ii) Provision or improvement of recreational or community facilities or the organisation of recreational activities with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended and only in relation to recreational facilities or activities which are available to members of the public at large;
- (iii) Public participation in a sport which involves physical skill and exertion;
- (iv) Environmental protection or improvement;
- (v) The arts, heritage, culture or science;
- (vi) Education and other social purposes beneficial to the Community Benefit Area;
- (vii) Promotion or creation of environmental schemes and improvements as considered appropriate by the parties to this Agreement which promote the enhancement of the character and quality of the Community Benefit Area; and
- (viii) Giving of grants or provision of funding to persons undertaking projects, initiatives and/or activities which are wholly charitable within the meaning of Section 505 of the Income & Corporation Taxes Act 1988 as amended and Section 7 of the Charities & Trustee Investment (Scotland) Act 2005 or any statutory amendment or re-enactment thereof in connection with any of the Purposes.

Community  
Council  
boundaries  
15 Douglas

-  Proposed CC boundary
-  Current CC boundary
-  boundary unchanged

