



Scotch Whisky Action Fund
Tackling alcohol-related harms
Application Form

Scotch Whisky Action Fund

Tackling alcohol-related harms

The Scotch Whisky industry is and has been involved for many years in a range of initiatives to promote responsible attitudes to alcohol and tackle alcohol-related harm. The establishment of this fund by the Scotch Whisky Association is a further development of that commitment.

We aim to invest in charitable groups and organisations that wish to reduce the impact of alcohol-related harm in Scotland's communities.

Eligibility Checklist

Before you proceed, please ensure that you can answer **YES** to the following questions:

- Are you a constituted group?
- Do you have at least three members on your management committee or board?
- Do you have annual accounts and are they independently examined **OR**
- Do you have a projection of income and expenditure, if you are in your first year of operation?
- Do you have a bank account in the name of your group?
- Do you have at least two unrelated cheque signatories?
- If you work with vulnerable adults/children – do you have a policy?
- Will your project benefit a Scottish community?

Our expected awards

We expect to make awards of **up** to £25,000 under the following categories

Seedcorn funding Awards made under this category could fund new initiatives and test out innovative approaches designed to reduce alcohol-related harm. Awards could also be used to fund existing smaller scale projects that are seeking to expand or develop their services. **You must tell us how you plan to evaluate your project if seeking an award under this category.** Please note that whilst you can apply for up to £25,000 under this strand, an award of this level would only be granted in exceptional circumstances. In practice, we would expect to make awards in the region of £10,000 for new or innovative projects.

Growth and Development Awards made under this category could fund projects that are seeking to consolidate and build on emerging, successful practice in relation to the reduction of alcohol-related harm. **You must be able to provide evidence of any evaluation of your work to date.**

Post or email signed, completed forms to:

Foundation Scotland, Empire House, 131 West Nile Street, Glasgow, G1 2RX
grants@foundationscotland.org.uk

Section 1 – Contact Details

Name of organisation

Main contact (person)

Position

Tel (daytime)

Tel (evening)

Email

Website

Correspondence address
for this application including
postcode

Is this a: Private address Business address (please tick)

Your organisation address
including postcode (if
different from above)

Is this a: Private address Business address (please tick)

Section 2 – About your organisation

In which local authority area(s) does your organisation operate?

When was your group established? Month

Year

What type of organisation are you? *(Tick all that are appropriate)*

A registered charity. Please provide SC0 charity number

A limited company. Please provide your SC company number

SCIO. Please provide SC0 charity number

Unincorporated club or association

Social enterprise

Community interest company

Other (please specify)

How many of the following are involved in the organisation? *(Numbers)*

Full-time staff

Part-time staff

Management committee

Volunteers

Briefly describe the purpose of your organisation outlining the main activities and services you provide.

Section 3 – Bank details

Bank Account Name

Please note if this is not the same as the name of your organisation we may not be able to make a grant. Where applicable please state the reason(s) why it is different

Section 4 – The people you work with

Please describe who benefits from the work of your organisation (i.e. members or service users) and on average how many people you work with per week, month or year?

Section 5 – Financial details

What was your total income last accounting year?

What was your surplus/(deficit) last accounting year?

What are your current unrestricted reserves?

Why can these unrestricted reserves not be used for this project?

Please inform us of the name and position of the independent examiner that has signed your accounts?

Name

Position

New organisation's which have not yet produced annual accounts should send us a full projection of your income and expenditure for the year.

Section 6 – Your project

The priorities for the Fund are listed below. Please identify which priorities your project will help to achieve.

Please choose from the following:

- Young people (aged under 18)
- Families
- Communities

Please provide a brief description of the project you are applying for including details of how it will be run.

In which area(s) will the project be delivered?

How many people will benefit directly from the project?

Please tell us how you have worked this out?

What are the intended outcomes of your project? How will you know that your project is achieving these outcomes? *Outcomes can be described as the changes that your activities make in people's lives. Outcomes happen as a result of your activities e.g. an alcohol education programme in schools may lead to the following outcome - 'Increased awareness amongst young people about the dangers and consequences of misusing alcohol'*

How will your project help to reduce alcohol-related harms in the community?

What consultation have you carried out to ensure that this project is meeting the needs and interests of those involved?

When is the expected start and end date of the project?

Start date

End date

Section 7 – Details of the grant requested

Which strand of the programme are you applying under?

Seedcorn funding

Growth and Development

What is the **total** cost of the project/service/equipment?

How much are you requesting?

How much have you raised so far?

Have you applied for other sources of funding for this project? Yes

No

If yes, please provide details below.

Name of Funder	Amount Requested	Item/ Description	Confirmed	Date expected to receive decision

Will you be contributing any of your own funds to the project or undertaking local fundraising to meet the costs? If so, please state how much you will be contributing and how these funds have been raised.

Please provide a full cost breakdown of the costs related to the grant request.

Item/Description	Amount (£)

Section 8 – Details of Referee

This should be an impartial and independent party who has a good working knowledge of the group.

Name	<input type="text"/>
Organisation	<input type="text"/>
Position	<input type="text"/>
Tel (daytime)	<input type="text"/>
Email	<input type="text"/>
Address	<input type="text"/>
Relationship to your organisation	<input type="text"/>

Declaration

Declaration: I certify that the information contained in this application is correct and that I am authorised to make the application on behalf of the above group. I understand that decisions made by Foundation Scotland are final.

Name (Please print)	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text"/>

By submitting your application, you agree to allow Foundation Scotland to retain your details on their database in order to process your application. We will use the information you give us to help assess your application and administer any grant we award you. We may also use it to analyse our grant making and for our own research or through the Foundation or others. We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating our programmes. We may also

share information with other organisations providing match funding. We will also use your contact information to send you newsletters about funding opportunities and Foundation Scotland news. Please tick the following box if you would prefer not to receive this type of information.

Checklist

To avoid any delays in processing your application it is important that all the questions on this form have been completed, that the form is signed, and that all of the requested documents have been enclosed.

Please tick the following boxes to indicate that all sections have been completed and documents enclosed as necessary.

All questions are answered completely

The main contact has signed the Declaration in Section 8

The following documentation is enclosed.

A copy of the organisation's constitution, set of rules or Articles of Association

Your most recent set of accounts, or the most recent set of income and expenditure projections.

An original bank statement (no more than 3 months old) or building society passbook

And if appropriate:

A copy of your child and vulnerable adults' protection policy if your project involves working with either of these groups

You should keep a copy of this application form for reference

Copy of form taken

Please return your completed, signed application form by **Tuesday 30 June 2015** to:

Foundation Scotland, Empire House, 131 West Nile Street, Glasgow, G1 2RX

You can also send a signed, scanned copy of your application form plus the appropriate supporting documentation to grants@foundationscotland.org.uk