Voluntary Action Fund
More than just money

The Scottish Government
Riaghaltas na h-Alba

Application Form – Community Safety Unit
Tackling Sectarianism – Small Grant Programme

Please read the Guidance Notes before completing this form, make sure that you answer all the questions and that you submit your constitution and accounts. There are no specific deadlines, applications can be submitted any time until 1 December 2014, but projects must be completed by **13 February 2015. This form can be downloaded from** http://www.voluntaryactionfund.org.uk/funding-and-support/tackling-sectarianism-small-grants-programme/

Section 1. Tell us about your organisation

1.1 Name of Organisation or Group

1.2 Address for Correspondence

Telephone:	
Email Address:	
Web Address:	

1.3 Main Contact for this application

Name:	
Position:	
Telephone/Mobile	
Email Address:	

1.4 Bank Account Details

Name of Bank:			
Account Name:			
Account No:			
Sort Code:		No. of Signatories:	

1.5 The legal status of your organisation

Please describe the legal status of your organisation. Is your organisation:			
Unincorporated Association		Company Limited by Guarantee	
SCIO		Trust	
Industrial & Provident Society		Community Interest Group	
Other (please describe)			
Charity No:		Company No:	
Is your organisation a branch of another charity?			Yes/No
If YES, please give name of parent charity			

1.6 Annual Income

What was the income of your group in its last full financial year? (Exclude any income for capital items such as buildings and equipment)	£
Are you a new group that has been operating for less than 1 year	YES / NO

1.7 Geographical Area

In which local authority area does your group mainly operate within?					
Aberdeen		Aberdeenshire		Angus	
Argyll & Bute		Clackmannanshire		Dumfries / Galloway	
Dundee		East Ayrshire		East Dunbartonshire	
East Lothian		East Renfrewshire		Edinburgh	
Falkirk		Fife		Glasgow	
Highland		Inverclyde		Midlothian	
Moray		North Ayrshire		North Lanarkshire	
Orkney		Perth / Kinross		Renfrewshire	
Scottish Borders		Shetland		South Ayrshire	
South Lanarkshire		Stirling		West Dunbartonshire	
West Lothian		Western Isles			

1.8 What are the main aims of your organisation

1.9 Who are your target clients / beneficiaries?

1.10 Where did you hear about this grant?

1.10.1 Have you applied to Sense Over Sectarianism or Youth Scotland (Stand Up to Sectarianism) for a Small Grant?

Sense Over Sectarianism		Stand Up to Sectarianism	

Section 2. Project Summary

2.1 What is the aim of your proposed project? Explain what you intend to do.
(Guidance Notes – Section 6 gives some examples of projects)

2.2 What activities do you plan to undertake?

2.3 What is your proposed start date?
(It takes approx 3-6 weeks to process and assess an application so please be realistic)

2.4 What is the need that this project will address? What evidence do you have that this need exists? Provide some information on the issues your community has faced.

2.5 What difference will the project make to the lives of people in your community? Describe the outcomes. *(Guidance Notes – Section 2)*

2.6 Who are the main target groups and how many people will benefit from the activities being undertaken?

2.7 Where does the work you are proposing to undertake fit with the Programme Outcomes?
(Guidance Notes – Section 2)

2.8 What will be the legacy, if any, of this project for the local community?

2.9 How will the project support the development of volunteers / volunteering?

Section 3. How much are you applying for?

(Guidance Notes – Section 3)

3.1 Please give a breakdown of what you are applying for funding for and how much each item will cost (to the nearest pound). You should include an indicative cost for participating in the final evaluation event (travel costs – event likely to be held in Glasgow or Edinburgh)

Item	**£**
TOTAL	**£**

3.2 If this application is part of a bigger project with applications to other funders please give details – you should include the names of other funders approached and how much has been requested and / or secured.

Please describe the bigger project		
Could the subject of this application go ahead without the other funding being in place (Yes / No)		
Other Funders Approached	Requested £	Secured £
TOTAL		

Section 4. Referee Details

Provide details of an independent referee who has knowledge of the work of your organisation and the funding proposal you are making to us.

Name:	
Position:	
Organisation:	
Address:	
Telephone:	
Email Address:	
Relationship to your organisation	
Referee Signature	

CHECKLIST

Attached – Organisation's Constitution or Governing Documents	
Attached – Latest Set of Annual Accounts	
Signed – Has the referee signed to say they will vouch for application?	
Signed – Has the declaration been signed in Section 6?	

REMEMBER

If you cannot submit the above documents electronically then paper copies should be sent by post to Irene Glasgow, Voluntary Action Fund, Suite 3, Forth House, Burnside Business Court, North Road, Inverkeithing, Fife, KY11 1NZ.

Section 5. Conditions of Grant

1. We will use the grant only for the purpose set out in our application and approved in writing by the Voluntary Action Fund (VAF). We will not make any changes to the project or to our expenditure of the grant without the prior approval of VAF.

2. In all publicity that we generate about our project and in our Annual Report we will acknowledge that it is supported by the Voluntary Action Fund, Tackling Sectarianism Small Grant Programme, which is funded by the Scottish Government.

3. We will complete all VAF's monitoring reports on how the grant was spent.

4. We will provide a set of annual accounts / financial statement within 9 months of the financial year end in which the project was completed. If appropriate, the form and content will be in accordance with the Charities Accounts (Scotland) Regulations 2006. Annual accounts or financial statements should clearly show the income and expenditure associated with the Tackling Sectarianism Small Grant.

5. We will comply with any relevant legislation that affects the way in which we carry out our activities e.g. Health and Safety, Protection of Children Act etc. We will ensure that the planned activity complies with the relevant equality duties, particularly the Equalities Act 2010.

6. We understand that if we do not use all the money granted, we may be required to return the balance to VAF.

7. If we anticipate that we will have an unspent balance at the end of the project we will contact VAF in advance.

Section 6. Declaration

I ..... (please print name) confirm that:

I am authorised to submit this application and that the information given in this form is true and accurate. I also confirm that we will comply with the Conditions of Grant listed above.

My organisation authorises the Voluntary Action Fund to hold any information supplied about this application in its electronic or manual records and that the information supplied can be used for the purposes of assessment, publicity or promotion of any award; reporting to the Scottish Government; or passed on to other external third parties without the need for further consent to be obtained.

Signature	
Date	

Section 7. Submitting your application

This form should be emailed to csusmallgrant@vaf.org.uk with your organisation's name in the subject line of the email. Please ensure that you have attached all the necessary documents outlined in the checklist.