

# Voluntary And Community Organisations Grant Application Form 2018–2019



This Application Form is used by Renfrewshire Council for all grants to voluntary and community organisations.

Please remember to save your form to your PC as you complete it.

Please select the grant you are applying for from the list.

- |  |   |
|--|---|
| <input type="checkbox"/> Culture, Events and Heritage Fund             | <input type="checkbox"/> (LAC) Youth Challenge Fund                     |
| <input type="checkbox"/> Education Category C                          | <input type="checkbox"/> Pre-five Voluntary Sector                      |
| <input type="checkbox"/> Education—Out of School Care Grants           | <input type="checkbox"/> Social Enterprise Grant                        |
| <input type="checkbox"/> Education—Playschemes                         | <input type="checkbox"/> Social Work Section 10                         |
| <input type="checkbox"/> Leisure Grants                                | <input type="checkbox"/> Tenants Association Start-Up and Annual Grants |
| <input type="checkbox"/> Local Area Committee (LAC) General Grant Fund | <input type="checkbox"/> Tenants Association One-Off Grants             |
| <input type="checkbox"/> (LAC) Paisley Common Good Fund                | <input type="checkbox"/> Other, please specify below                    |
| <input type="checkbox"/> (LAC) Renfrew Common Good Fund                |   |

Please refer to the Guidance Notes in this column as you complete the application.

If you need to include further details for any question, please provide a separate 'Further Information' sheet and always quote the relevant section of the form, e.g. 'Section 2.6'. Further information, including the maximum grant you can apply for, is available at [www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk)

## Section 1—Organisational Details

### 1.1 Name of Organisation

This should be the same name that appears on your Constitution. Please note your Constitution, annual accounts and bank account must all be in the same name.

### 1.2 Contact Name and Position/Title

The person should have authority to submit the application for the organisation and be contactable throughout the duration of the application process.

### 1.3a Address including Postcode

### 1.3b Contact address if different from address in section 1.3

This should be the address of the main contact for the application if this address is different from the organisation you are applying on behalf of.

### 1.4 Phone/Mobile Number

**1.5 Email Address**

**1.6 Website**

**1.7 Legal Status**

- Unincorporated Club or Association
- Company Limited by Guarantee
- Charitable Status
- Company Limited by Shares
- Other, please specify below

**1.8 Registration numbers, if applicable**

Charity:

Company:

**1.9 What year was your organisation established?**

**1.10 What are the aims of your organisation?**

**1.11 Tell us about your staff, volunteers and members**

Number of full time employees

Number of part time employees

Number of volunteers

Number of members

**1.12 Tell us about your main activity areas**

- Arts and Culture
- Children and Young People
- Community Safety
- Education and Learning
- Environment and Sustainability
- Health and Wellbeing
- Housing
- Older People
- Regeneration
- Tackling Inequalities
- Other, please specify below

Please refer to these Guidance Notes as you complete the application.

Please tick all that apply.

Provide a brief statement of the overall purpose of your organisation. Please use no more than 100 words.

Please provide details for all that apply.

Please tick all that apply.

**1.13a What geographical area(s) do you cover?**

- Renfrew and Gallowhill
- Paisley North
- Paisley South
- Johnstone and the Villages
- Houston, Crosslee, Linwood, Riverside and Erskine
- Renfrewshire wide
- Renfrewshire and other areas
- Other, please specify below

**1.13b Which Local Area Committee do you cover?**

**1.14 Provide the following bank account details for your organisation**

Account Name

Bank/Building Society Name

Address including Postcode

Sort Code

Account number

**Signatories**

Names

Position in organisation

What is your current bank balance?

£

Are there any significant items of expenditure to be set against this bank balance?

- Yes  No

If yes, please detail below

**1.15 Is PVG Scheme membership in place for all staff and volunteers?**

- Yes  No  Not applicable

Please refer to these Guidance Notes as you complete the application.

The name on the bank account should be the same as the name on your Constitution. There should be a minimum of two signatories. Grants will not be paid into an individual's bank account.

For more information visit [www.disclosurescotland.co.uk/disclosureinformation/pvgscheme.htm](http://www.disclosurescotland.co.uk/disclosureinformation/pvgscheme.htm)

## Section 2—Project Proposal

2.1 Name of project

2.2 Start and end dates

2.3 What is the purpose of the project?

2.4 How was the need for the project identified and developed?

Please refer to these Guidance Notes as you complete the application.

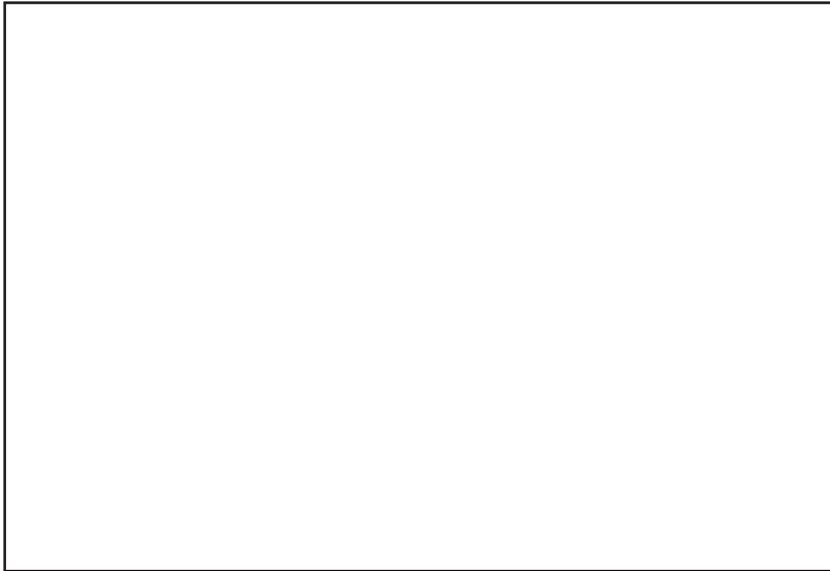
e.g. purchase of IT equipment

Grants will not be given for activity/expenditure which has already taken place. All grant money should be claimed and spent by 31 March.

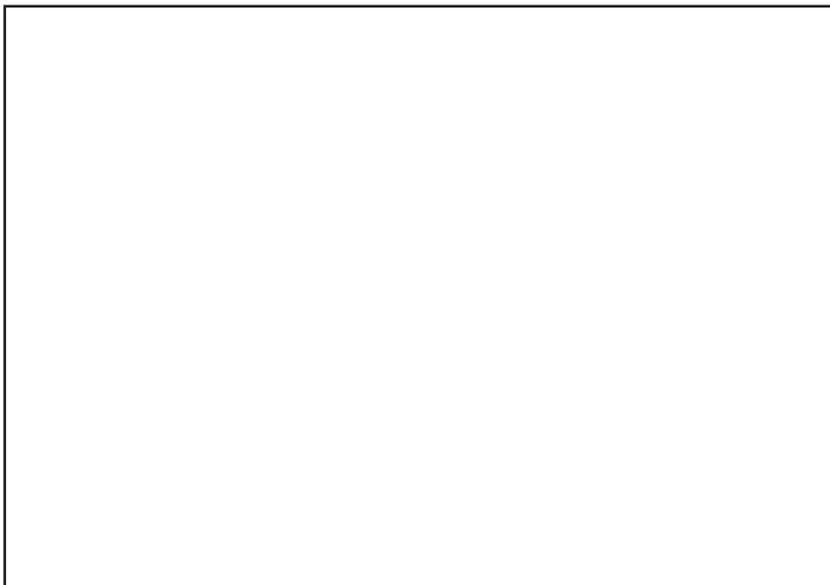
For questions 2.3 to 2.7 please use no more than 100 words.

Please refer to these Guidance Notes as you complete the application.

**2.5 What will it do and how will you do it?**

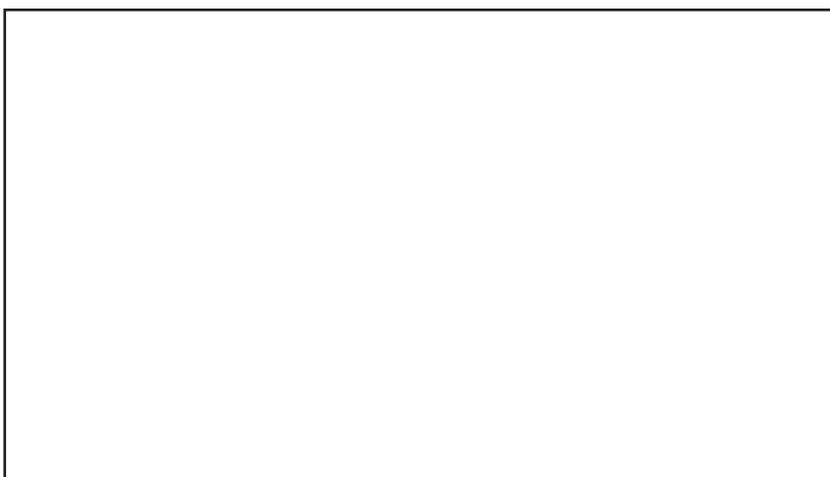


**2.6 What are the anticipated outcomes?**



Outcomes are the specific changes that you want to result from the project.

**2.7 How will you monitor and evaluate progress towards these outcomes?**



What information do you need to record as the project develops to track progress.

**2.8 Please indicate which Renfrewshire Community Planning Theme your project will contribute to?**

- Our Renfrewshire is Thriving
- Our Renfrewshire is Well
- Our Renfrewshire is Fair
- Our Renfrewshire is Safe

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

**2.10 How much funding are you applying for from this grant source?**

**2.11 Please provide a breakdown of the total costs of the project and the amount requested from this grant source.**

Item of spend	Total Cost	Amount Requested

Please refer to these Guidance Notes as you complete the application.

**Please select only one theme.** For more information visit [www.renfrewshire2023.com/](http://www.renfrewshire2023.com/)

Information on the maximum grant award for each of the grants listed on page 1 is available at [www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk)

**2.12 How will the balance of the costs be funded?**

Item of spend	Amount requested	Source of funding	Secured/ Not secured	Timescale for decision if not secured

Please refer to these Guidance Notes as you complete the application.

If applicable, please tell us where the rest of the funding for the project will come from, including other Renfrewshire Council grants.

**2.13 Please state what funding, if any, you have received from Renfrewshire Council in the last 3 financial years.**

	Grant name	Amount	Used for
2017/18			
2016/17			
2015/16			

## Section 3—Supporting Paperwork

### IMPORTANT

Your application will only be considered if all the questions on this form are completed. You must also provide the documents listed in the following checklist. Failure to enclose the requested documentation will result in the application being returned.

Please confirm you have included:

- A bank statement less than three months old.
- A copy of your most recent Annual Accounts or Income and Expenditure Statement. These should be less than 15 months old, dated and signed as approved. New organisations should submit estimates of income and expenditure for the first 12 months
- A copy of the organisation's current Constitution or Memorandum and Articles of Association, dated and signed.
- Any other relevant reports or information to support your application—please specify what these are below.

## Section 4—Declaration

On behalf of

- I declare that the information provided in this form is accurate and complete, and that I have authority to submit the form on behalf of the named organisation and project.

Name

Role in Organisation

Signature (for hard copy only)

Date

/ /

Please return this form to:

Post: Renfrewshire Council Grant Applications,  
Renfrewshire House, Cotton Street, Paisley PA1 1JD  
Email: [rcgrantapplications@renfrewshire.gov.uk](mailto:rcgrantapplications@renfrewshire.gov.uk)

Please refer to these Guidance Notes as you complete the application.

Further bank statements and information may be requested.

Insert the full name of the organisation applying for the grant, this should be the same as Q1.1.

All information you provide will be held in accordance with the Data Protection Act 1998 (and any amendments thereto and enactments thereunder). The Council will only process your personal data in accordance with the current data protection legislation. The information you provide will be used for the purposes of grant applications. The Council may check your details with other information held and the information contained on this form will be disclosed to other Council departments as necessary to check the accuracy of the information; to prevent or detect fraud or crime or to protect public funds. By submitting this form you accept that Renfrewshire Council can use the information contained in this form as outlined above and can pass the information to other Council departments as necessary.

Edited February 2018