Fife Council Logo COMMUNITY GRANTS SCHEME

**Culture Application Form**

The completed application should be sent in with the following information, to avoid a delay in processing:

**Groups**

* A copy of the organisation’s constitution, if not previously submitted.
* A copy of independently examined / audited annual accounts for the last 2 years  
  (these must show handwritten signatures from an office bearer and the examiner).
* A full breakdown of income & expenditure for the project.
* Two written quotations if application is for equipment.
* Copy of Culture Monitoring Form for previous award if relevant/not previously submitted.

**Individuals**

* Copy of acceptance letter / email if applicant is attending a course.

Email details to [community.grants@fife.gov.uk](mailto:community.grants@fife.gov.uk) or post to the following address:

Community Grants

Community Investment Team

Fife Council Communities & Neighbourhoods

Fife House (F3 Main)

North Street

GLENROTHES

KY7 5LT

**APPLICANT DETAILS** *(please provide adult contact details if applicant under 18 years of age)*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Group / Individual: | | |  | | | | | |
| Name & Address of Contact Person: | | | | |  | | | |
|  | | | | | | | | |
| Postcode: |  | | | | | Daytime Tel No: |  | |
| Email Address: | |  | | | | | | |
| Date Organisation Established: | | | |  | | Charity Number (if applicable): | |  |
| Purpose of Grant: | |  | | | | | | |
| Amount of Grant Requested: | | | £ | | | | | |
|  | | | | | | | | |

|  |  |  |
| --- | --- | --- |
| *For Official Use Only:* |  |  |
| *Date Received:* | *Serial No.:* | *Ward:* |
| *Date of Decision:* | *Amount Awarded:* | *Name of Officer:* |
| *ERP Serial No.:* | *Approval Date:* | *Name of Manager:* |

**PROJECT DETAILS**

*(Individuals should provide Proof of Attendance 8 weeks after course finishes to claim grant payment.)*

|  |  |  |  |
| --- | --- | --- | --- |
| Project Title: |  | | |
| Project Start Dates: | | Project End Dates: | |
| Where will your project take place (e.g. Dunfermline)? | | | |
| Describe your project and how it will help you develop your creative skills / practice and achieve your creative potential: | | | |
| How will you use this funding, e.g. purchasing exhibition boards or helping to publish a book? | | | |
| Describe how your project / activity will benefit the local community or involve other people, e.g. sharing skills learned at a workshop or masterclass course: | | | |
| **Project Budget** – we need details of the costs of your project (expenditure) and any income (including your own contribution and other grants) which make up the total: | | | |
| ***Expenditure*** *(please use a separate sheet if necessary)* | | | **£** |
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|  | | |  |
| Total | | |  |
| ***Income*** | | |  |
| Other grants (e.g. from Trusts) | | |  |
| Your own contribution | | |  |
| Sponsorship | | |  |
|  | | |  |
|  | | |  |
| Total | | |  |
| **Total Requested** = difference between expenditure and income. (should be the same figure as amount of grant requested). | | |  |

**FINANCIAL DETAILS**

|  |  |  |
| --- | --- | --- |
| Amount of financial assistance requested from Fife Council: | £ |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **GROUPS ONLY** - Please give details of unrestricted funds presently held (= core funding / general running costs): | | | | | | | | |
| Bank £ |  |  | Building Society £ |  |  | Cash £ |  |  |
|  | | |  | | |  | | |

**ALL APPLICANTS**

|  |  |  |
| --- | --- | --- |
| Name of Bank/Building Society: |  | |
| Name of Bank Account Holder: |  | |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Sort Code |  |  |  |  |  |  |  | Account No. |  |  |  |  |  |  |  |  | | |  |

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| --- |
| Please give details of any fundraising carried out and amounts raised (raffles, coffee-mornings, etc): |
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**TERMS & CONDITIONS : INDIVIDUALS**

1. The grant must only be used for the purpose for which it was approved by Fife Council.
2. Individuals can apply to only one Fife Council grant scheme to fund this project.
3. The individual will provide such financial or other information as Fife Council may request.
4. Proof of course attendance must be provided, before grant funds will be released.

**INDIVIDUAL SIGNATORY** *- (if applicant is under 18, the form must be signed by an adult)*

I certify that all the information given in this form is, to the best of my knowledge, correct. I have read, and agreed to comply with, the above conditions.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signed: |  | | Date: |  |
| Relationship (if applicable): | |  | | |

**TERMS AND CONDITIONS : GROUPS**

1. The organisation must be prepared to submit their written constitution and equal opportunities policy, if requested to do so and agree to the organisation's main contact details being publicly listed on the FifeDirect website.
2. The organisation must have a bank account in the name of that organisation. There must be at least two authorised signatories to this account who are members of the committee or the organisation. The two signatories should not be related and all cheques must be signed by both. If the committee decides to operate all or part of its financial matters via online banking, it shall make provision to ensure that two of the designated signatories shall approve all online payments. This should be done preferably in conjunction with the bank or, if this is not possible, through a procedure agreed by the committee.
3. Provision must be made for up-to-date accounts to be kept and for those accounts to be certified annually by an independent accountant or an independent responsible person. Accounts must clearly show Fife Council’s contribution to the organisation. The most recent accounts must be enclosed with this application.
4. The grant must only be used for the purpose for which it was approved by Fife Council. No aspect of the activity being funded should be party political in intention, use or presentation. At the end of a project, or in any case where the organisation ceases to exist, or where there is a breach of any grant conditions, any unspent grant will be repaid to Fife Council. In respect of equipment purchased with grant assistance, satisfactory storage facilities should be provided.
5. All organisations who receive grant aid from Fife Council will be subject to the Council’s Monitoring and Evaluation Procedures. Failure to comply with these procedures will result in support being withdrawn. Monies from only one Fife Council grant scheme can be used for any project. The organisation must be open to inspection by official representatives on request. The organisation will provide such financial or other information as Fife Council may request.
6. The whole amount of grant or, at the discretion of the appropriate Council Committee, part of that amount, shall be repaid to Fife Council if any information given in connection with the grant is found to be false or misleading, or fails to disclose a material fact bearing upon the consideration of the application.
7. The Organisation shall not unlawfully discriminate either directly or indirectly on such grounds as race, colour, ethnic or national origin, disability, sex or sexual orientation, religion or belief, or age and without prejudice to the generality of the foregoing, the Organisation shall not unlawfully discriminate within the meaning and scope of the “Equality Act 2010”, or other relevant legislation, or other statutory modification or re-enactment thereof. The Organisation shall take all reasonable steps to secure the observance of this Condition by all employees and representatives of the Organisation.
8. All organisations working with children, young people or vulnerable adults should ensure that in carrying out their activities, they meet the requirements of the Health and Safety at Work Act 1974 and the Protection of Vulnerable Groups (Scotland) Act 2007. In particular, for all activities involving children, young people and adults at risk, a protection policy and procedures should be in place, with staff and volunteers being members of the PVG Scheme and having had appropriate criminal records checks carried out by Disclosure Scotland.
9. The information provided by you on this form will be used by Fife Council in order to process your application. It may be shared with FVA, NHS Fife and other local authority services or external funders and information will be obtained from your application. Further information on how your information is used and why can be found by contacting Fife Council’s Data Protection Officer at: dataprotection@fife.gov.uk

**GROUP SIGNATORY**

I have read and agreed to comply with the above conditions and confirm the information given is correct.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signed: |  | | Date: |  |
| Position in organisation: | |  | | |

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| **Does the proposed initiative specifically support/assist one or more of the following? (please tick boxes)** | |
| Unemployed People   Low Paid People   Older People   Single Parents   People with Disabilities   LGBT  | Ethnic Minority Groups   Homeless People   Carers   Children/Young People   General Community   Environment  |

**GROUPS ONLY** - *Please list any elected members / officers of Fife Council involved in your organisation (in a personal capacity) – on the Committee, or as employed / voluntary staff.*

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| --- | --- | --- |
| **Name** | **Fife Council Service** | **Position in your Organisation** |
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**NOTES FOR GENERAL GUIDANCE**

***(\*\* Please read prior to completing your application \*\*)***

1. The Council’s leadership is extremely ambitious for Fife and its people. This ambition is reflected in the Council's Strategic Priorities:

1. [Improving educational attainment and achievement for all](http://190.1.145.60/fish/articles/index.cfm?fuseaction=article.display&objectid=F7FBA8C0-F0F9-5D18-64092029BD3385C1)
2. [Making Fife the leading green Council in Scotland](http://190.1.145.60/fish/articles/index.cfm?fuseaction=article.display&objectid=F7FBA8C0-F0F9-5D18-64092029BD3385C1)
3. [Improving local conditions for economic development](http://190.1.145.60/fish/articles/index.cfm?fuseaction=article.display&objectid=F7FBA8C0-F0F9-5D18-64092029BD3385C1)
4. [Increasing access to housing](http://190.1.145.60/fish/articles/index.cfm?fuseaction=article.display&objectid=F7FBA8C0-F0F9-5D18-64092029BD3385C1)
5. [Improving community safety](http://190.1.145.60/fish/articles/index.cfm?fuseaction=article.display&objectid=F7FBA8C0-F0F9-5D18-64092029BD3385C1)
6. [Targeting support to vulnerable people](http://190.1.145.60/fish/articles/index.cfm?fuseaction=article.display&objectid=F7FBA8C0-F0F9-5D18-64092029BD3385C1)
7. [Improving sport, leisure and cultural opportunities](http://190.1.145.60/fish/articles/index.cfm?fuseaction=article.display&objectid=F7FBA8C0-F0F9-5D18-64092029BD3385C1)

2. Your organisation should be non-profit distributing and should have clear management structures i.e., management committee, who have been democratically elected. (This does not apply to individuals.)

3. Applicants should note that eligibility for an award under the majority of Community Grant Schemes will require organisations to be fully constituted. Where this is not appropriate, (e.g. individual application) the Grants Officer will advise.

4. Organisations should demonstrate they are pursuing clear aims.

5. Applicants should note that only one award per grant scheme will be given in any financial year.

6. Organisations who are in receipt of recurring grants from Fife Council, are eligible to apply for one of the Community Grants for projects that meet the criteria and are outwith their normal funding arrangements.

7. Fife Council is committed to equality, so organisations are encouraged to develop an equal opportunities policy.

8. Applicants will be required to sign the “Terms & Conditions of Fife Council Grant” on this form, agreeing to abide by the Council’s conditions of award. It should be noted that, when awarding a grant, Fife Council may impose further conditions with regard to particular circumstances.

9. Successful applicants will be required to complete an evaluation form, stating whether the project has achieved its aims and should include, e.g. photos, press cuttings, etc., as evidence.

10. Applications will be judged against the specific considerations of the grant scheme and awards determined under delegated spending powers by Officers of Fife Council, or agreed at a grants panel meeting. In certain circumstances, applications will be forwarded to appropriate committees.

11.**GRANTS WILL NOT BE AWARDED RETROSPECTIVELY *i.e. we do not refund costs that were incurred prior to the date the application was received in this office.***

**Please note that applicants will be allowed 2 consecutive awards, then a rest year will be expected before they can reapply for funding assistance**