Fife Council Logo COMMUNITY GRANTS SCHEME

**£2 for £1 Fundraising Application Form**

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

* 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).

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **GROUP DETAILS**  **Name of Organisation:** | | |  | | | |
| **Meeting Place or Office:** | | |  | | | |
| **Name of Club Contact:** | | |  | | | |
| **Address:** | |  | | | | |
|  | |  | | | | |
| **Postcode:** |  | | | | **Tel No.:** |  |
| **E-Mail Address:** | | |  | | | |
| **Charity Number (if appropriate):** | | | |  | | |
| **Date Organisation Established:** | | | |  | | |
|  | | | | | | |

|  |  |  |
| --- | --- | --- |
| *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**

|  |
| --- |
| **Project Title:** |
| **Main objectives of your Group:** |
| **Please demonstrate a clear link to one of Fife Council’s Key Themes in the Fife Community Plan:** |
| **What are the objectives of the project:** |
| **Summary of what you will spend the money on (please include expected total cost of project):** |
| **How will your organisation raise/attract additional funding:** |
| **Who and approximately how many people will benefit:** |
| **How does your project meet specific considerations of the grant scheme that you are applying for, as outlined in the Information Notes on this scheme:** |
| **How will your £2 for £1 Fundraising Grant enhance your hall:** |

**FINANCIAL DETAILS**

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

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

|  |  |  |
| --- | --- | --- |
| **Organisation’s Bank/Building Society:** |  | |
| **Name of Organisation’s Account:** |  | |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Sort Code |  |  |  |  |  |  |  | **Account No.** |  |  |  |  |  |  |  |  | | |  |

**CONSTITUTION / MEMORANDUM OF ARTICLES / SCIO**:

Have there been any changes to this document since it was submitted? YES / NO

**MANAGEMENT COMMITTEE** – please attach a separate sheet if more room is required.

*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.*

|  |  |  |  |
| --- | --- | --- | --- |
| Office | Name | Details of Fife Council elected members / officers:  (name, Service, position in your organisation) | Tick if a Cheque Signatory |
| Chairperson |  |  |  |
| Secretary |  |  |  |
| Treasurer |  |  |  |
| Committee Member |  |  |  |
| Committee Member |  |  |  |
| Committee Member |  |  |  |
| Committee Member |  |  |  |
| Committee Member |  |  |  |

**TERMS AND CONDITIONS OF FIFE COUNCIL GRANT**

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.

I have read and agree to comply with these conditions and confirm the information given is correct.

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

**Please Note: Applicants will be allowed 2 consecutive awards, then a rest year will be expected before they can reapply for funding assistance.**