

Community Food Growing Budget application form , once completed submit to community.grants@fife.gov.uk

Which of the seven Fife Council areas will your project take place in ? Tick box (s) that apply

<input type="checkbox"/> Cowdenbeath	<input type="checkbox"/> Dunfermline	<input type="checkbox"/> Glenrothes	<input type="checkbox"/> Kirkcaldy
<input type="checkbox"/> Levenmouth	<input type="checkbox"/> North-East Fife	<input type="checkbox"/> South-West Fife	

1 . What is the title of your project ?

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2.What is your organisations name and address?

Name	
Address	

3. Who is the main contact for this application?

Name	
Position	
Address	
Contact Telephone No	
Email address	

4. What project or activity do you want funded? (max 250 words)

Please be specific about (see guidance notes)

- **What you will do**
- **How you will do it**
- **What you will spend the monies on**
- **How you identified the need**
- **How many people it will help / who will it help**

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5. When will your project or activities take place? (needs to be within the financial year up to 31.3.2023)

Start date	End date
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6. How much will your total project or activities cost

£

7. How much will each item or activity cost?

Item	Cost £

8. How much are you requesting from the Community Growing Project? (maximum grant is £2000)

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9. How much is your organisation contributing to the project / activities

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10. Are you applying to any other funders or receiving any other Fife Council funding for this project?

Source of funding	Amount £	Secured Y/N	If not when	Can project go ahead without this ?

11. Please outline how your organisation propose to maintain this project.

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12. Do you have a constitution, written governing document (please attach)

No

Yes

13. How many people are on your management committee?

14. Please provide details of the bank a/c into which we would pay the money.

Name of Bank	
Account name	
Sort Code	
Account number	
Building Soc roll ref	

Alternative Sources of Funding

Fife Council has teamed up with SCVO's Funding Scotland to provide a free advanced funding search facility for charities, community groups and social enterprises in Fife. It includes information on over 1,000 funds and can help you find everything from small grants to funding for big capital projects.

[Click Here](#) to access this site.

15 Fife Council is an Accredited Living Wage Employer

Fife Council is committed to creating a Fairer Fife by tackling poverty and inequality. To support this ambition, the Council has become an accredited Living Wage employer and encourages all other businesses and organisations in Fife to join them.

The **real Living Wage** is a nationally set rate of pay that is independently calculated on an annual basis to reflect the real costs of everyday living.

Living Wage accreditation celebrates employers who want to help tackle low pay and in-work poverty within their local communities by choosing to go further than simply paying the UK government minimum wage.

To become an accredited Living Wage employer an organisation must voluntarily commit to paying all directly employed staff over the age of 18 the current real Living Wage (including sub-contracted staff who are on site more than 2 hours/week over an 8-week period). Accreditation is a simple and straightforward online registration process.

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To find out more about the real Living Wage and how to become an accredited employer visit the Living Wage Scotland website at: <https://scottishlivingwage.org/>

Does your organisation currently pay all appropriate staff the real Living Wage?	Y / N
Is your organisation an accredited Living Wage employer?	Y / N

16.to be completed by applicant

I (the nominated applicant) have read and agree to comply with the TERMS and Conditions and confirm the information given is correct. (Electronic signature with confirmation email is fine)	
Signed:	Date:
Position in the organisation:	

Terms and Conditions

1. FUNDING WILL NOT BE AWARDED RETROSPECTIVELY, i.e. we cannot process applications and/or award funding to cover costs already incurred or to fund activities which will take place before we've decided on an application
2. Where appropriate, information about the group/organisation will be publicly available on the Fife Council Website – e.g., a brief case study and public contact details.
3. The monies must only be used for the purpose stated in this application form and approved by Fife Council. You must inform Fife Council immediately of any proposed changes to the project.
4. The project must start on the agreed date or as soon as possible after that date. If the timescale of a project slips, Fife Council must be notified, and a progress report submitted.
5. The applicant may not transfer any part of the monies to any other organisation or individual, unless specified in the application form and agreed with Fife Council.
6. No aspect of the activity being funded should be party political in intention, use or presentation.
7. Applicants must provide proof of match funding where applicable.
8. At the end of a project, or in any case where the group/organisation ceases to exist, or where there is a breach of conditions, any unspent monies or equipment purchased will be repaid/returned to Fife Council.

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9. Groups/organisations are required to have a constitution or other appropriate governance. Organisations without such governance may apply, but no monies shall be paid out until a constitution/appropriate governance is in place, unless the application is to help with start-up costs.
10. The whole amount of monies or part of that amount, at the discretion of the appropriate Council Committee, shall be repaid to Fife Council if any information given in connection with the application is found to be false or misleading, or fails to disclose a material fact bearing upon the consideration of the application.
11. It is a requirement that an Evaluation/Monitoring Form is completed at the end of the project or after three months. Failure to do so may result in a request for the monies to be returned to Fife Council. Checks may also be carried out to ensure the monies were spent as stated in the application. Future applications will not be considered unless a satisfactory Evaluation/ Monitoring Form is received by Fife Council.
12. All groups/organisations should ensure that in carrying out the activity for which the grant has been given that they shall not commit any act of discrimination rendered unlawful by the Equality Act 2010. In particular, they should ensure they are open to all who could benefit or wish to take part and have an equality of approach throughout project delivery.
13. All groups/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 Children (Scotland) Act 2003. In particular for all activities involving children, young people and adults at risk, safeguarding policies and procedures should be in place, with staff and volunteers holding an appropriate PVG Certificate.
14. Fife Council may share information about our funding award with parties and anyone who may make a request for information under the Freedom of Information Act 2000.
15. The information provided by you on this form will be used by Fife Council in order to process your application. It will 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".