

**COMMUNITY EMERGENCY PLANNING FUND**

**ORGANISATION APPLICATION FORM**

**Name of Group:** ……................................………………….……………..…..

**Meeting Place (if appropriate):** …………….………………………**Postcode**………....…...

**Name & Address of Contact Person:** ............................………………….……….….…….

............................................................................………………..………….…...……………...

....................................................................................…………………………..…....…......…

**Daytime**

**Postcode:** ................………...... **Telephone:** ……..…………………....…...........…

**E-Mail Address:** …………………………………………..……………………………………..

**Charity No (if applicable)** ……………………………………………………………………….

**Date Organisation Established:**  ..………………………..………………………....…..……

**How will this grant help to support the activation and maintenance of your Community Emergency Plan?:** ……………………………………….…………………………….………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**Amount of Grant Requested: £**.......……..............................…….......….............

**The completed application form should be returned with the following supporting information, where appropriate:** **Tick**

1. a copy of the organisations constitution, if not previously submitted; 
2. a copy of the independently examined / audited annual accounts   
   [these must show handwritten signatures from an office bearer and the examiner]
3. Completed table (page 2) showing cost of items from 2 different suppliers and indicating chosen supplier
4. An up-to-date copy of your Community Emergency Plan
5. ***Please note:******If you do not provide the proper supporting information, this may lead to a delay in your application being processed.***

Table 1: Supplier and Cost Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ITEM** | **SUPPLIER 1** | **COST(£) 1** | **SUPPLIER 2** | **COST (£) 2** | **CHOSEN SUPPLIER** |
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**Finance details\* *Use additional sheet if necessary***

Equipment cost breakdown :

Item/s Cost Timescale for completion of Purchases

**Amount requested from Fife Council £ ........................................**

Please give details of funds presently held:

Bank £ .........…...... Building Society £ ..…............. Cash £ .........…......

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Organisation’s Bank/Building Society | | | | | | | | | | |  | | | | | | | | | | | | | | | |
| Name of Organisation’s Account | | | | | | | |  | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sort Code |  |  |  |  |  |  | Account No. | |  |  | |  |  |  |  |  |  | Roll No. |  |  |  |  |  |  |  |
|  | | | | | | | | | | | | | | | | | | | **(NB Roll No applies to some building societies)** | | | | | | | |

Have you applied for any other grants for **this** initiative YES  NO 

If YES, please specify, giving details of awards given or expected:

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Please give details of any fundraising carried out by the organisation (raffles, coffee-mornings, etc), and  
  
 amount(s) raised: ....………………………..................……..…………………………………………………….

**COMPLETED APPLICATION FORMS SHOULD BE RETURNED TO:**

Email: [Community.grants@fife.gov.uk](mailto:Community.grants@fife.gov.uk)

OR Community Investment Team, Fife Council, Fife House, North Street, Glenrothes, Fife, KY7 5LT

**Purpose of the Community Emergency Planning Fund:**

Fife Council’s Community Emergency Planning funding scheme offers financial support to Community Groups/Organisations that have, in partnership with Fife Council’s Emergency Resilience Team, developed a Community Emergency Plan to enhance their local community’s resilience. This plan enables the community to respond to the local impacts of disruptive incidents and emergencies even before emergency responders arrive, as well as continuing to support the response after the emergency services are on the scene. For more information about Community Resilience and Community Emergency Planning, and for details of who to contact regarding this, visit [http://www.fifedirect.org.uk/CommunityResilience](http://www.fifedirect.org.uk/topics/index.cfm?fuseaction=page.display&p2sid=9D454F4A-064A-AFFA-6CB9EE8172443ECE&themeid=2B892409-722D-4F61-B1CC-7DE81CC06A90%20).

This funding will be used to purchase equipment to assist with the activation and maintenance of a Community’s Emergency Plan.

**Specific Considerations:**

This funding is available for those Community Groups/Organisations that have developed a Community Emergency Plan in partnership with Fife Council’s Emergency Resilience Team.

Community Groups/Organisations can use this funding to purchase equipment that will support the activation and maintenance of their plan, such as (but not limited to):

* High visibility jackets
* ID cards
* Snow shovels
* Torches
* Emergency communication equipment

While funds permit, funding of up to £500 per Community Group/ Organisations is available. This will then be reduced to a maximum of £300 per Community Group/Organisation.

Upon applying, Community Groups/Organisations will be asked to provide details of their proposed purchases, including costs, and how these will be used to support the activation or maintenance of their Community Emergency Plan.

**NOTES FOR GENERAL GUIDANCE**

1. Your organisation should be non-profit distributing and should have clear management structures i.e., management committee, who have been democratically elected.

2. Organisations should demonstrate they are pursuing clear aims.

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

4. 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, relating to each specific grant. It should be noted that, when awarding a grant, Fife Council may impose further conditions with regard to particular circumstances.

5. Successful applicants will be required to complete a monitoring form,, assessing the impact of this fund on the local Community’s Resilience.

6. 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.

**7**. ***GRANTS WILL NOT BE AWARDED RETROSPECTIVELY, i.e. we will not refund costs that were incurred prior to the date we receive the application.***

**TERMS & CONDITIONS OF FIFE COUNCIL GRANT**

1. The organisation must be prepared to submit their written constitution and equal opportunities policy (if they have one), 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 by the applicant.
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”.

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

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­\_\_\_\_\_

Position in Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_