Office use only: Forms must be kept for the financial year the claim is made and 6 further years

**Name of Group or Individual:** ……................................………………….……………..…..

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

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

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

**Daytime**

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

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

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

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

**Purpose of Grant:** ……………………………………….…………………………….…..

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



**COMMUNITY GRANTS SCHEME**

**CULTURE APPLICATION FORM**

|  |  |
| --- | --- |
| **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  |

**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 (last 2 years);   
   [these must show handwritten signatures from an office bearer and the examiner]
3. a full breakdown of income & expenditure for the project;
4. two written quotations if application is for equipment; 
5. a copy of the acceptance letter / email if applicant is attending a course. 
6. a copy of Culture Monitoring form for previous award, if relevant / not previously submitted; 

***Please note:***

***If you do not provide the proper supporting information, this may lead to a delay in your application being processed.***

***Proof of Attendance must be provided within 8 weeks of the course, or we will assume you no longer wish funding and your application will be cancelled.***

|  |  |
| --- | --- |
| **For Official Use Only** | |
| Date Received: |  |
| **Serial Number:** |  |
| **Group/Individual:** |  |
| **Ward:** |  |
| **Date of Decision:** |  |
| **Amount Awarded:** |  |
| **ERP Serial No:** |  |
| **Paid:** |  |
| **Signature of Officer:** |  |
| **Signature of Manager:** |  |

**FINANCE DETAILS**

**FINANCE DETAILS**

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

**GROUPS ONLY**: Please give details of funds presently held:

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

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

Please give details of any fundraising carried out and amounts raised (raffles, coffee-mornings, etc):

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

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**PROJECT DETAILS** (applicant must provide a copy of acceptance letter / email if attending a course)

Please list any elected members or officers of Fife Council involved in the management of your organisation (in a personal capacity) – on the Committee; as employed or voluntary Staff; or as a Leader:

Name Service Position in your Organisation

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

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|  |  |  |  |
| --- | --- | --- | --- |
| 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*** | | | **£** |
|  | | |  |
|  | | |  |
|  | | |  |
|  | | |  |
|  | | |  |
| Total | | |  |
| ***Income*** | | |  |
| Other grants (e.g. from Trusts) | | |  |
| Your own contribution | | |  |
| Sponsorship | | |  |
|  | | |  |
|  | | |  |
| Total | | |  |
| **Total Requested** = difference between expenditure and income and should be the same figure as amount of grant requested. | | |  |

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

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:** ...............................................…………………........................................................

**TERMS & CONDITIONS OF FIFE COUNCIL GRANT : GROUPS**

**TERMS & CONDITIONS OF FIFE COUNCIL GRANT : INDIVIDUALS**

The grant must only be used for the purpose for which it was approved by Fife Council. Monies from only one Fife Council grant scheme can be used for any project. The individual will provide such financial or other information as Fife Council may request. Proof of course attendance must be provided, before grants funds will be released.

**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:** ......………………………..……….………….....…

**(If applicant is under 18, the form must be signed by an adult) Relationship:** ……………………………………..…..

**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.***

HOW TO APPLY

Please email your completed application to [community.grants@fife.gov.uk](mailto:community.grants@fife.gov.uk) or send to the postal address below:

Community Grants, Community Investment Team, Fife Council Communities & Neighbourhoods,  
Rothesay House (F2 South), Rothesay Place, Glenrothes, KY7 5PQ