

**Tayport Community Fund Application Form**

*The Tayport Community Fund has been created from funding held in Trust by Fife Council on behalf of the Tayport Branch of the Royal British Legion. Priority will be given to projects for community benefit proposed by the Tayport Branch of the Royal British Legion or supported by them. Average awards made are up to £5,000 but in exceptional circumstances the RBL can award up to £10,000. Only one application is allowed within a 3 year period unless permission for a subsequent application is agreed in advance by the RBL. Applicants may be invited to a RBL meeting to present further information on their project.*

1. Applicants name and address

|  |  |
| --- | --- |
| Name |  |
| Address, including Postcode  (This address will be used for any correspondence) |  |

1. Who is the main contact for this application

|  |  |
| --- | --- |
| Name |  |
| Address (if different from above) |  |
| Contact telephone number |  |
| Email address |  |

|  |  |
| --- | --- |
| 1. Amount Requested (£) |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **4.** | Have you applied to the Tayport Community Fund within the last three years? If yes, please provide details below: | No |  | Yes |  |

|  |  |  |
| --- | --- | --- |
| Description | Date | Amount Received |
|  |  |  |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **For office use only** | |  | | |
| Amount approved | | £ | Rejected: | |
| Signed | Community Manager  (North East Fife): | | | Date: |

1. Please give details of what the funds will be used for:

|  |  |
| --- | --- |
| Project Title:- |  |
|  | |

1. How much will each item or activity cost?

|  |  |
| --- | --- |
| Item or Activity | Cost (£) |
|  |  |
|  |  |
|  |  |
|  |  |
| Total |  |

1. How much are you requesting from the Tayport Community Fund?

|  |
| --- |
|  |

1. How much is your organisation contributing to the project/these activities?

(Include any support in kind)

|  |
| --- |
|  |

1. Are you applying to any other external funder or Fife Council for this project?

(Please provide details below)

|  |
| --- |
|  |

1. **To be completed by Voluntary and Community Organisations only**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **10.1** | Do you have a written governing document e.g. a constitution, a set of rules or trust deed? If Yes Please attach a copy to your application. | No |  | Yes |  |

|  |  |  |
| --- | --- | --- |
| **10.2** | How many people are on your organisation’s management committee? |  |

1. **To be completed by Voluntary and Community Organisations and Individuals**

|  |  |
| --- | --- |
|  | Please provide details of the bank account into which we would pay the money |

|  |  |
| --- | --- |
| Name of Bank |  |

|  |  |
| --- | --- |
| Account Name |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Sort Code |  | Account Number |  |

|  |  |
| --- | --- |
| Building Society Roll Ref |  |

1. **To be completed by Public Bodies only**

**12.1** Name of Public Body or if Fife Council please also state your Service

|  |
| --- |
|  |

**12.2** If Fife Council please provide details of full financial code (36 digits) or if other Public Body please provide bank details to pay money

|  |
| --- |
|  |

**For Office Use Only:** *Feedback from Elected Members and Tayport Branch of the British Legion.*

**Terms and Conditions**

* The monies must only be used for the purpose for which it is approved by Fife Council.
* The applicant may not transfer any part of the monies to any other organisation or individual.
* No aspect of the activity being funded should be party political in intention, use or presentation.
* If any monies are unused for the purpose they were applied for, they must be returned to Fife Council.
* 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.
* All 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.
* Community 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.
* 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 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.

**Before you submit your application, please complete the following checklist (You must be able to tick every box)**

|  |  |
| --- | --- |
| You have answered all the relevant questions in this application |  |
|  |  |
| You have signed the Application Form  (Electronic signature will be accepted along with a confirmation email). |  |
|  |  |
| You understand that if you make any seriously misleading statements (whether deliberate or accidental) at any stage during the application process, or knowingly withhold any information, this could make your application invalid and you could be liable to repay any funds to us. |  |
|  |  |
| You are able to comply with the Tayport Community Trust Terms & Conditions. |  |
|  |  |
| If you are a community or voluntary organisation, you have enclosed a copy of your governing document |  |

|  |  |
| --- | --- |
| **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.** | |
| **Signed** | **Date** |