

**NON-RECURRING GRANTS**

# £2 for £1 Fundraising Application Form

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| **Name of Organisation:** | |  | | | | |
| **Meeting Place or Office:** | |  | | | | |
| **Name of Club Contact:** | |  | | | | |
| **Address:** |  | | | | | |
|  |  | | | | | |
|  | | | | | **Postcode:** |  |
| **Tel No Home:** |  | | | | **Mobile:** |  |
| **E-Mail Address:** | |  | | | | |
| **Charity Number (if appropriate):** | | |  | | | |
| **Date Organisation Established:** | | | |  | | |
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| --- | --- |
| For Official Use Only | |
| Date Received: |  |
| Serial Number: |  |
| Ward: |  |
| Date of Decision: |  |
| Amount Awarded: |  |
| ERP Serial No: |  |
| Paid In instalments: |  |
| Signature of Officer: |  |
| Signature of Manager: |  |

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| **Completed applications should be emailed to** [**community.grants@fife.gov.uk**](mailto:community.grants@fife.gov.uk) **or sent to the following postal address, for assessment and processing:**  **Community Grants Community Investment Team,**  **Fife Council Communities & Neighbourhoods**  **Rothesay House (F2 South)**  **Rothesay Place**  **Glenrothes**  **KY7 5PQ** |
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**Description of the Project**

**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 independently examined / audited annual accounts (last 2 years);   
   [these **must** show handwritten signatures from an office bearer and the examiner]

***Please note:***

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

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

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| **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**

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| **Amount of financial assistance requested from Fife Council** |
| **£** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Please give details of funds presently held:** | | | | | | | | |
| Bank £ |  |  | Building Society £ |  |  | Cash £ |  |  |
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| Organisation’s Bank/Building Society | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| Name of Organisation’s Account | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sort Code |  |  |  |  |  |  | Account No. | |  |  | |  |  |  |  |  |  | Roll No. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | | | | | | | | | | | | | | | | | | | **(NB Roll No applies to some building societies)** | | | | | | | | | | | | | | |
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**Constitution / Memorandum of Articles / SCIO:**

Have there been any changes to your Constitution / Memo of Arts / SCIO since it was submitted. YES / NO

***If yes, please attach an updated version***

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| Office | Name | Service & Appointment if a Member or Officer of Fife Council | Tick if a Cheque Signatory |
| Chairperson |  |  |  |
| Secretary |  |  |  |
| Treasurer |  |  |  |
| Committee Member |  |  |  |
| Committee Member |  |  |  |
| Committee Member |  |  |  |
| Committee Member |  |  |  |
| Committee Member |  |  |  |

## Management Committee - please attach a separate sheet if more room is required

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”.

**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**