**GRANTS SCHEME APPLICATION FOR FUNDING**

The Scottish Borders Village & Community Halls operates a general grant support scheme for its member halls with funding received annually from Scottish Borders Council. In order to comply with government rulings for the proper distribution of public funds, please complete this application form.

**General conditions:** This grant may be used towards annual insurance premiums and other running costs as well as small projects, emergency grant to keep buildings wind and water tight, for minor improvements and best practice support. Equipment purchased with this grant **MAY NOT** be disposed of within 5 years from the date of the award unless permission is given by the Federation.

Decisions are made by the unanimous agreement of at least 3 members of the local Federation Management Committee. The local Federation Management Committee will take into account the Hall’s current financial situation.

**Section 1 – About you**

|  |  |
| --- | --- |
| Name of Hall |  |
| Name of applicant |  |
| Contact email |  |
| Contact Telephone number |  |

**Section 2 – Grant request details**

|  |  |  |
| --- | --- | --- |
| **Funding Category** | **Total cost** | **Items needed (list each separately)** |
| **Category A:** Running/Core Costs  (Up to £500 and must have less than £15,000 unrestricted funds/free reserves, see guidance document for definition) |  |  |
| **Category B:** Emergencies  (Up to £3000) |  |  |
| **Category C:** Improvements  (Up to £3000) |  |  |
| **Category D:** Encouraging best practice  (Up to £1000) |  |  |

|  |
| --- |
| **Total amount requested £** |
| **Total contribution from halls own funds or other sources (please list each separately) £** |

**Section 3 Project Details**

|  |  |
| --- | --- |
| Tell us about the project you have planned with this funding, if successful. |  |
| What impact it would have on the running of the hall, if the grant was not awarded. |  |

**Section 4 - Funding from other sources**

**What other grants have you received in the last year? Continue on separate sheet.**

*(Note: Include Scottish Borders Council Grants, lottery and charitable trust grants etc)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Grant Scheme** | **Project Title** | **£** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Section 5 – Hall Financial Details**

|  |  |
| --- | --- |
| Total amount in ALL accounts at present date |  |
| Total amount of restricted/designated funds |  |
| Total income from all sources last financial year |  |
| Annual running costs |  |
| Net income from fundraising events organized on behalf of the hall over the last 12 months |  |
| Please confirm that all payments made require authorization by at least two signatories |  |

**IMPORTANT** Please enclose the documents listed in the following checklist:

[ ] A copy of your constitution or Deed of Trust, dated and signed, ***if changed*** ***since last year***.

[ ] Copies of written estimates for all repairs and works. Wherever possible (and certainly for major items of work), there should be at least two estimates if the value is for over £1000.

[ ] A copy of a recent bank statement (all accounts, within last 3 months).

[ ] A copy of your most recent annual accounts, approved by an independent examiner

(these should be no more than 18 months old)

We would like, where possible, to pay the annual grant via bank transfer. Please provide your hall bank details below: Bank:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sort Code:\_\_\_\_\_\_\_\_\_\_\_ Acc. No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Completing your application**

We wish to apply for a grant from the Scottish Borders Village & Community Halls. The answers to the questions in this form accurately reflect our group, its finances and grant request. We will co-operate with the monitoring of any grant made to us and comply with the terms and conditions of the scheme.

*To be signed by the main contact listed in Section.1 2nd signature by any other office bearer*

|  |  |  |
| --- | --- | --- |
| Signed:  Position:  Date: |  |  |

Please return the completed form to your local secretariat at Borders Community Action or email: [info@borderscommunityaction.org.uk](mailto:info@borderscommunityaction.org.uk)

*Please note that that the Scottish Borders Village & Community Halls reserves the right to ask for receipted invoices, final accounts or formal Certificates of Completion in respect of any works for which a grant is given, and to hold back a portion of the grant pending the production of such information.*