



COMMUNITY CHEST GRANT SCHEME

Small Grants: up to £500

Please complete all sections of the application then save it and send as an attachment to cc@cbrotary.org.
If necessary, for any section, use the continuation page at the end of this form.

SECTION 1 – Contact Details

Name of Group:		Date:	
Correspondence address for this application, including post code:			

Primary contact		Secondary contact	
Name:		Name:	
Position:		Position:	
Telephone No.:		Telephone No.:	
Email address:		Email address:	

SECTION 2 – About your organisation

Where does your group operate?	
How many members does your management committee have?	
What are the main activities/services of your group?	

SECTION 3 – Project costs and details

Total expected project cost:	£	Amount requested from Community Chest:	£
Breakdown of costs:			
			£
			£
			£
			£

Continued over.....



Summary of project:

Benefit of the project to the community:

Details of other expected funding agreed or applied for:

Source 1:	£
Source 2:	£
Source 3:	£
Source 4:	£

SECTION 4 – Payment Details

In the event that this application is successful please state how payment should be made.

<input type="checkbox"/> Cheque	
Payable to:	

<input type="checkbox"/> BACS	
Account Name:	
Account No.:	
Sort Code:	

SECTION 5 - Declaration

I certify that the information contained in this application is correct, and that I am authorised to submit this application on behalf of the above organisation. I understand that decisions made by the Community Chest Committee are final.

Name:	
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CONTINUATION PAGE/ADDITIONAL INFORMATION

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APPLICATION FOR FUNDING

Small Grants: up to £500

GUIDE TO GRANT APPLICATIONS

Please read the following information

The Rotary Club of Currie Balerno in conjunction with Balerno Village Trust has a grants scheme that is open to voluntary/non-profit-making organisations and community initiatives (e.g. Sports Clubs, Social Clubs or School activity groups) primarily based in Balerno, Currie or Juniper Green up to a value of £500. It is not necessary to be a registered charity to apply, however the grant can only support work which is legally charitable as defined by Scottish Law.

Eligibility for funding:

- Projects to be funded must be new, clearly defined and separate from operational or running costs or projects already being undertaken
- Grants will be between £100 and £500 in value and will generally favour small projects where the amount will make a significant impact on the applicant organisation
- Projects must demonstrate benefit to the local community
- Projects must not be for things that are funded by statute
- Funding will only be made to Groups or Organisations

In general terms the grant should meet some or all of the following criteria:

- Improvement to quality of life for local people
- Involvement of a section of the local community
- Sustainability (duration/permanence) of benefits
- Additional social, economic or environmental benefits
- Benefits to the amenity of the area
- Preference will be given to applications that deliver maximum community benefit.

Grant must be only spent on the purpose for which it was given. If, for any reason, there is a need to vary the way in which the grant is to be spent, written permission to do so must be obtained before starting.

Dependent on funding there will be potentially two funding rounds per year. Applications in the current year should be received by:

- 31 May with decisions notified by 31 July
- 30 November with decisions notified by 31 January

The Community Chest Committee aims to process grant applications as soon as possible depending on the dates of approval meetings and all applications will be acknowledged within 10 working days. We will inform you when your grant application has been processed and a recommendation made.

Where a grant is not used within 12 months from the date it was offered, notification of this should be given in writing to the Rotary Club otherwise the grant offer will lapse. Any unused portion of the grant funding must be returned to the Rotary Club.

On completion of the project, approved applicants are required to submit a project completion report outlining completed dates and evidence of expenditure. The Community Chest Committee may require receipts for all purchases made in connection with the grant awarded.

The Rotary Club of Currie Balerno and Balerno Village Trust should be acknowledged on all printed publicity and in information given to the Press and media. The Community Chest is also supported by contributions from other organisations including CALA Homes.

All successful applicants are required to (a) confirm receipt of the award promptly by email and (b) within a month of completion of their project, provide feedback in the form of a short summary of the way the award was used and its benefit to their organisation/project. The feedback should be accompanied by one or more photographs for possible publication.

Completed application forms should be emailed to:- cc@cbr Rotary.org