



## Pentland Community Chest

A partnership between Balerno Village Trust and the Rotary Club of Currie Balerno

### APPLICATION FORM

Please read the **Guide to Grant Applicants on Page 4** before making your application. Complete all sections of this interactive application form then save it using your organisation name and send as an attachment to [grants@pentlandcc.org.uk](mailto:grants@pentlandcc.org.uk).

Where necessary, for any section, use the continuation section at the end of the form.

*NOTE: All applications will be acknowledged by email to the primary contact email address. If you do not receive an acknowledgement within 10 days, please contact us otherwise your application may be missed.*

#### 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 details and costs**

Summary of project:

Benefit of the project to the community:

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

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 confirm 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 Pentland Community Chest Awards Committee are final.

Name:	
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**CONTINUATION/ADDITIONAL INFORMATION**

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# GUIDE TO GRANT APPLICANTS

Please read the following information before making your application

## About Pentland Community Chest

1. Pentland Community Chest (PCC) is a grant scheme operated jointly by The Rotary Club of Currie Balerno and Balerno Village Trust. Both organisations contribute funds and on occasions these may be supplemented by donations from other organisations. When this occurs, details will be given on the PCC website ([www.pentlandcc.org.uk](http://www.pentlandcc.org.uk)).

## Organisation eligibility

2. The scheme is open to voluntary/non-profit-making organisations and community initiatives (e.g. sports clubs, social clubs or school activity groups) primarily based in the catchment areas of Balerno High School and Currie High School (see PCC website for a map of eligible areas).
3. Applications can be made for amounts up to a value of £500.

## Project eligibility

4. Specifically:
  - a) Projects to be funded must be new, clearly defined and separate from operational or running costs and may not be projects already being undertaken.
  - b) 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.
  - c) Projects must demonstrate benefit to the local community.
  - d) Projects must not be for things that are funded by statute.
  - e) Funding will only be made to groups or organisations and will not be made to individuals.
5. In general terms the grant must meet some or all of the following criteria:
  - a) Improvement to quality of life for local people.
  - b) Involvement of a section of the local community.
  - c) Sustainability (duration/permanence) of benefits.
  - d) Additional social, economic or environmental benefits.
  - e) Benefits to the amenity of the area.
  - f) Preference will be given to applications that deliver maximum community benefit.

## Grant spending

6. Any grant awarded must only be spent on the purpose for which it was given. If, for any reason, there is a need to amend the purpose of the grant, written permission to do so must be obtained from the PCC Awards Committee before starting.
7. Where a grant is not used within 12 months from the date it was offered, the PCC Awards Committee must be

notified in writing, and any unused portion of the grant must be returned to the PCC.

8. The PCC Awards Committee may require receipts for all purchases made in connection with the grant awarded.

## Application process

9. Depending on funding there will be potentially two funding rounds per year. Applications in the current year must be received by:
  - a) 31 May with decisions notified by 31 July
  - b) 30 November with decisions notified by 31 January
10. Completed grant application forms must be emailed to [grants@pentlandcc.org.uk](mailto:grants@pentlandcc.org.uk).
11. All applications will be acknowledged via email by a member of the PCC Awards Committee and the application is not duly made until you receive this acknowledgement.
12. After each closing date the PCC Awards Committee will meet to discuss applications and agree awards and applicants will be informed of the outcome via email as soon as possible after a decision has been made.
13. All successful applicants are required to confirm receipt of the award promptly by email.

## Project completion

14. Within a month of completion of their project, successful applicants must provide feedback to the PCC of a short summary of the way the award was used and its benefit to their organisation/project. A form will be provided for this purpose.
15. Where possible, the feedback must be accompanied by one or more photographs. These are likely to be published on the PCC website and in print media so you must ensure that all necessary permissions have been received from your organisation.
16. Organisations that do not submit a report on completion will generally not be eligible for further grant applications.

## Acknowledgement

17. The PCC must be acknowledged on all printed publicity and in information given to the press and media.