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| CFSLA  Payroll  Lottery  Committee | AWARD SCHEME |

Application Form

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| CFSLA AWARD SCHEME |

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| The committee can offer assistance to charity and community groups within the boundaries of the participating council areas – i.e. Clackmannanshire, Falkirk and Stirling. We will also support national and international charities within specified limits. Our funds come from the profits of a monthly lottery run for employees and retired-employees of the above authorities plus the Assessors Services.  Maximum Grant award £600. | |
| **The Committee will not fund:**   * administration costs * training costs * salaries * research * trips * individuals * rental or hire of a hall/equipment * retrospective purchases   **To be eligible:**   * your group should be properly constituted * you should be able to show evidence of community benefit * your project or group should have clearly defined objectives * applications should be clearly costed with details of likely suppliers | **The ‘type’ of projects we favour are:**   * Equipment or materials which are essential to allow an existing group to continue or extend the activities or services that group can provide to the community Equipment or materials that will allow the group to raise additional funds for themselves * New groups which need essential equipment to begin operating * Employee fund-raising in aid of eligible groups (Separate form available) * Projects for the welfare and benefit of the employees of the participating organisations.   **NB**: We cannot fund the purchase of items which would become the property of a statutory agency nor items which a statutory agency is responsible for providing |
| **Your group is not eligible if it:**   * promotes political activity * is sectarian in nature * supports or promotes discrimination of any kind * provides a purely ‘social’ function |
| All groups MUST demonstrate that they are actively fundraising in other ways.  Successful applicants will be required to provide 'proof of purchase' for funds to be issued for the approved amount. We aim to reimburse purchases via a bank transfer.  Donations to national or international charities will only be made to charities registered in the UK.  **How to apply**:Complete and return this form to the address below. Applications are reviewed throughout the year so there is no closing date. All applicants will be advised of our decision following the committee meeting at which the application is considered. Applications may be supported (in full or partially), declined or deferred. A successful applicant will be contacted to finalise purchasing arrangements of the requested items. In the case of a deferment the organisation will be asked for further information to be represented at a subsequent meeting.  Unsuccessful applicants will be welcome to apply after a 12 month gap in applications.  **Successful applications will be welcome to re-apply after an 18 month gap in applications.**  **Project details should include**: Detailed list of equipment, itemised costs and quantities and if relevant materials required, and suppliers.  **All applications must include**: Constitution, latest audited accounts or if new group current financial statement. Any additional background information which may be helpful in considering the application.  All completed applications should be emailed to: [**CFSLA@clacks.gov.uk**](mailto:CFSLA@clacks.gov.uk) | |
| INFORMATION ABOUT YOU AND YOUR GROUP | |

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| Name of Organisation |  |
| Twitter Account |  |
| Registered Charity Number (if applicable) |  |
| Membership of affiliated parent group |  |

**Applicant Details**

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| Applicant name |  |
| Applicant address |  |
| Applicant email |  |
| Applicant telephone / mobile number |  |
| Position applicant holds in group |  |

**Group Details**

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| What is your client group?  (e.g. kids, elderly, etc) |  |
| How many members does your group have? |  |
| How long has it been in existence? |  |
| What geographical area does it cover? |  |
| Address where the group is based / meets |  |

What is the aim of your group?

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**Financial Details**

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| Please state the main sources of your income? |  |
| Please state all fundraising activities in the last 12 months? |  |
| Please specify if you have applied elsewhere for funding for this project? |  |
| Please provide the organisation name as stated on your bank account  (Approved applications will be paid by Bank Transfer following presentation of receipts) |  |

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| INFORMATION IN SUPPORT OF THE PROJECT / APPLICATION |

Please give details of the equipment / materials you would like us to supply. (All prices should include VAT).

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| Item | Qty | Price | Supplier | | Cost |
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| Please continue on a separate sheet if required | | | | Total: |  |

Why do you need this equipment for?

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If the group is buying additional equipment / resources to supplement this application, please provide details?

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Data Protection

CFSLA respects your personal information and undertakes to comply with the General Data Protection Regulation and Data Protection Act 2018. We will use information only for the purposes of assessing your application; managing or monitoring any grant awarded and related administration. We will only keep your data for as long as required under the Data Protection Act 2018.

I have read and understood the above statement.

Declaration

I declare that the information above is, to the best of my knowledge, true and accurate

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| Signed |  |
| Date |  |

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| CHECK LIST | * Completed signed application form including itemised equipment list; * Copy of your latest **audited accounts** **or draft accounts** for last financial year; * Copy of your **constitution**. |

Please keep your own copy of the application for reference purposes. If you are unable to supply any of the above, please contact CFSLA to discuss.