

Udny Community Fund Application for Funding Large Grants over £500



Udny Community Trust
Company Limited

Grant Applicants are strongly advised to discuss their project with the UCTC Development Officer before submitting this form.

Please refer to the Guidance and Terms and Conditions documents.

Please complete all sections of the grant application.

FOR OFFICE USE ONLY

Received

Ref No

Section 1 Applicant Contact Details

Name of Group:	
Contact Name 1:	Position:
Email:	
Tel (daytime):	Tel (alternative):
Contact Name 2:	Position:
Email:	
Tel (daytime):	Tel (alternative):
Correspondence address for this application including post code:	

Details of Referee (for grants over £5,000)

Name	
Organisation	
Position	
Telephone (day)	
Telephone (alternative)	

Please read the Privacy Notice on page 2.

Privacy Notice

About Udney Community Trust Company Limited

Udney Community Trust Company Limited takes its responsibility as an organisation working in and for the community of Udney seriously. We aim to work in ways that give our members and the wider community confidence in us. That includes how we deal with any personal data that we collect and process.

What is personal data?

Personal data is information that could identify a living person. In this case we mean details you provide of people, such as the main contact for the grant application or your referee, that may, in some cases, be personal data (for example if the group doesn't have its own address but uses the personal address of a member).

The personal data will normally consist of pieces of information like a name, address and email, which taken together could identify a unique individual.

Why do we have to ask for personal data?

When you apply for a grant, you are asking us to enter into a **contract** with you and we must be able to contact you about this. It is important for the good management of the Udney Community Fund and because the grant is a financial matter and records must be kept.

This is known as our legal basis for collecting information.

We do not intend to ask for personal data but understand that some appliances and referees will have only personal contact information to give. We have taken steps to minimise the information we ask for that **could be** personal data, and to limit how much processing takes place.

Do we share your personal data?

Udney Community Trust Company Limited won't share any personal data collected through an Udney Community Fund application and will only hold it and use it for the purposes mentioned above unless we have asked for your permission to use it for another reason.

How long will be hold personal data about you?

Any personal data provided on an application form will be retained for six years after the financial year it was collected. Thereafter the personal data will be deleted but the rest of the application will be kept.

Why are we providing you with this information?

The new General Data Protection Regulations or GDPR mean that from 25th May 2018 individuals have new rights about the control and use of their personal data. You can find out more about this from the Information Commissioner's Office website: www.ico.org.uk

If you are unhappy about how we deal with your personal data, you have the right to complain. We have a complaints process. You can also complain to the Information Commissioner's Office.

SECTION 2 – About Your Organisation

Name of Group:	Charity No. (if applicable):
Name of Project:	
2.1	What does your group do and where do you operate
2.2	How many members does your management committee have?
2.3	How many full-time/part-time staff do you employ?
2.4	How many regular volunteers do you have? (In addition to your management committee).
2.5	Are you a registered charity?
Please include a copy of your governing document or constitution.	

SECTION 3 – Bank Details

Bank Name and Address			
Account Name			
Sort Code		Account Number	

SECTION 4 – The People You Work With

4.1	Please describe who benefits from the work of your organisation and on average how many people you work with per week / month or year.
4.2	What sort of consultation do you do to ensure that your group is meeting people's needs or interests?
4.3	What other organisations provide a similar service in your area?

SECTION 5 – Financial Details of Your Organisation

This section must be completed, and your latest annual accounts must also be included with your application. If you are a new group, then please provide an outline of anticipated income and expenditure for your first year. Your accounts should be signed to show that they have been

approved by the board / management committee.

UCTC requires that all annual accounts be inspected by a suitably competent person independent of your organisation. Please tell us the name and position of the person who has done this (they should also sign the accounts).

5.1	Name	
5.2	Position	
5.3	What is your annual income? (In the last accounting year)	£
5.4	What was your surplus or deficit in last accounting year?	£
5.5	What are your current reserves?	£
5.6	How much of these are unrestricted reserves?	£
5.7	Why can these reserves not be used for this project?	

SECTION 6 – The Project

6.1	What is the aim of your project?

6.2	What will you do with the grant?

6.3	What difference will the project make to the people involved and /or the community?

6.4	Where will the project take place?

6.5	How many people will benefit?	
6.6	What are the expected start and end dates of your project?	Start End
6.7	Who will lead the project?	

6.8	How do you know that there is a need / demand for your project? (Please provide evidence of any community consultations.)

SECTION 7 – Financial Details of Grant Requested

7.1	What is the total cost of the project? (Excluding in-kind costs).	£
7.2	How much are you requesting from us?	£

Please provide a full cost breakdown of the whole project and indicate which elements you are requesting support from our Fund. Please enclose copies of quotes and / or prices for any elements relevant to this grant application.

7.3	What other sources of funding have you applied to for this project? Include the name of the funder, the amount you have applied for and the date you received or expect a decision.				
	Name of Funder	Amount Requested	Successful	Confirmed Y/N	Date
		£			
		£			
		£			
		£			

7.4	Will you be contributing any of your own funds to the project or undertaking local fundraising to help meet the costs? If so, then please state how much and how these funds have been / will be raised.

7.5	What will happen if we cannot award you the grant you have requested?

SECTION 8 – Declaration

I certify that the information contained in this grant application is correct and that I am authorised to submit this grant application on behalf of the organisation / group.

I understand that decisions made by Udney Community Trust Company Limited are final.

I confirm that I have read the Large Grant Guidance Notes Grant Terms and Conditions and Privacy Notice.

Name	
Position	
Signature	
Date	

	Included
Copy of governing document.	
Copy of last accounts – signed off.	
Breakdown of costs or project budget.	
Copies of all relevant quotes and / or prices.	

Please complete this form electronically and email it to development@udnycommunitytrust.org.uk. Alternatively post this application to Udney Community Trust Company, 14 Oldmeldrum Road, Pitmedden, Aberdeenshire, AB41 7AG