

# APPLICATION FOR FUNDING

## Small Grants: up to £500



Please complete all sections of the application

<b>FOR OFFICE USE ONLY</b>	
Received	Issue 2
Ref. No.	

### SECTION 1 – Contact Details

Name of Group:

Date:

Contact name:

Position:

Email:

Tel: (Daytime)

Tel: (alternative)

Correspondence address for this application inc Post Code

### SECTION 2 – About your organisation

What are the main activities/services of your group and where do you operate?

.....

How many members does your management committee have? .....

### SECTION 3 – Project details and costs

Please summarise your project (please use an additional page if needed)

.....

.....

Total expected cost £ \_\_\_\_\_ Amount being requested from UCT Co Ltd: £ \_\_\_\_\_

Please give details of any other funding:

.....

### SECTION 4 – Bank Details

Bank Name and Address: .....

Account name: .....

Sort Code: ..... Account number: .....

### 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 Udny Community Trust Co. Ltd. are final.

Name: ..... Signature: ..... Date: .....

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### GUIDE TO GRANT APPLICATIONS

#### Please read the following information

Udny Community Trust Co Ltd. (UCTCL) has a grants scheme that is open to voluntary/non-profit-making organisations and community initiatives primarily based in the parish of Udny up to a value of £500. It is not necessary to be a registered charity to apply however; they can only support work which is legally charitable as defined by Scottish Law.

Applications for grants over £500 require Application Form B obtainable from [www.udnycommunitytrust.org.uk](http://www.udnycommunitytrust.org.uk) or from the UCTC office.

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 wide section of the local community
- Sustainability (duration/permanence) of benefits
- Additional social, economic or environment benefits
- Benefits to the amenity of the area
- Match funding is available from another source

Grants or any part of the 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.

Assistance towards the capital cost of new and additional facilities will only be made where membership to the organisation, where appropriate, is available to the public in general.

We aim to process grant applications as soon as possible depending on the dates of our board 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 claimed within 12 months from the date it was offered, notification of this should be given in writing to the UCTCL otherwise the grant offer will lapse. Any unused portion of the grant funding must be returned to the UCTCL.

On completion of the project you will be asked to submit a standard project completion report.

The UCTCL will require receipts for all purchases made in connection with the grant awarded. Further details regarding reimbursement and/or payment of invoices are available on request.

UCTCL should be acknowledged on all printed publicity and in information given to the Press and media.

Where applicable, it is requested that at least one member of your management team becomes a member of the UCTCL within 12 weeks of the project receiving funding.

#### Please post this application to:-

**Udny Community Trust Company Ltd  
3 Oldmeldrum Road  
Pitmedden, Ellon  
Aberdeenshire  
AB41 7PY**