

# Community Organisations

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Date Received	
Department	
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## Section 1 - General Information

*(Please use block capitals)*

1. Name of Group:

2. Contact Name:

Address:

Post Code:

Phone Number:

E-mail:

3. List of office bearers:

Chair/President:  Phone Number

Secretary:  Phone Number

Treasurer:  Phone Number

4. Is your Organisation?: *Please tick all that apply:*

A Company (Registration Number)   A voluntary organisation

A registered charity (Registration Number)   A community group

Other (Please Specify )

5. Is your organisation a branch of a national organisation? If yes, please specify the organisation

**We confirm that all information contained on this page is correct (to be signed by two office bearers)**

Signed: .....

Signed:

6. What is the main purpose of your group? (Please tick all that apply:)

- Care provision
- Social
- Religious
- Sport

Arts and Theatre  (e.g. disability, Area focused environmental)

Other  
(please detail)

7. Who does your group primarily cater for? (Please tick all that apply:)

- |  |   |  |                                       |   |
|--|---|--|---------------------------------------|---|
| <input type="checkbox"/> Children<br>under 8 years | <input type="checkbox"/> Children<br>8-11 years | <input type="checkbox"/> Young people<br>(12-25 years) | <input type="checkbox"/> Older people | <input type="checkbox"/> People on low income |
| <input type="checkbox"/> Unemployed<br>people      | <input type="checkbox"/> People with<br>illness | <input type="checkbox"/> Disabled<br>people            | <input type="checkbox"/> Lone Parents | <input type="checkbox"/> Carers               |

Other (please detail)

Does your group cater for under 18's?  Yes  No If yes have you enclosed your Child Protection Policy?

8. Where does your group operate? (Please tick all that apply:)

- East Renfrewshire wide
- Barrhead
- Busby
- Clarkston and Williamwood
- Eaglesham and Waterfoot
- Giffnock
- Neilston
- Netherlee and Stamperland
- Newton Mearns
- Thornliebank
- Uplawmoor

9. When was your group established?

10. Please give a brief description of the main activities your group undertakes?

11. How many people participate in your group's activities?

12. How many of these are from East Renfrewshire?

13. How much are you applying for?

14. What is the total project cost?

**N.B. (If applying for more than £500, you will also need to complete Section 3)**

**We confirm that all information contained on this page is correct (to be signed by two office bearers)**

Signed: .....

Signed:

## Section 2 - Project Information

15. *If you are not applying for the full project cost, how will you generate the remainder of the money?*

16. *When will your project take place?*

Start date:

End date

17. *What is the main purpose of your grant application?*

To purchase new equipment

To further develop an existing project

Contribution to running costs

To host/contribute to the running of an event

To develop a new project

To help your group participate in community planning

As seed corn funding to help set up a new group

18. *If none of the above please outline what you will use this grant for?*

19. *How will your project contribute to the Council's requirement to fulfil the three needs of the General Equality Duty. (for more information about the General Equality Duty please see the accompanying guidance notes)*

**We confirm that all information contained on this page is correct (to be signed by two office bearers)**

Signed: .....

Signed:

20. Total Cost of Project

Item of Spend	Total Cost	Amount Requested for Item	Brief explanation of why this item is required
Total Costs/Amount Requested	A	B	
Your Contribution	C		
Funding from other sources	D		

Boxes B + C + D should equal box A

Box A should equal the amount entered at Q14: Box B should equal amount entered at Q13

**We confirm that all information contained on this page is correct (to be signed by two office bearers)**

Signed: ..... Signed: .....

21. From which fund are you applying for funding?

22. How do you generate income for your group e.g. subscriptions, income generating activities, fundraising?

23. Summary of accounts

a) Account year ending:  b) Total income for the year (A)  d)  
c) Total expenditure for the year (B)  Surplus or deficit at the year end (A-B)   
e) Total savings or reserves at the year end

24. If you currently have funds in your bank account please outline what these funds are held for?

25. Did you receive assistance in kind from East Renfrewshire Council within the last 2 years?  
(e.g. subsidised hall lets, staff support)

Please specify:

26. Have you received a grant payment from East Renfrewshire Council in the current or last two financial years:

If Yes, please provide details:

Year 1:   
Year 2:   
Year 3:

**We confirm that all information contained on this page is correct (to be signed by two office bearers)**

Signed: .....

Signed:

27. In respect of this application, have you applied to or received funds from any other body, including the Council?

If Yes, please provide details:  
Please note this does not adversely affect your application. Please continue on separate sheet if necessary

Name of Funding Body	Amount applied for this year	Amount received this year	Amount applied for last year	Amount received last year

Bank details (Please give details of ALL Bank Accounts held by the organisation. Attach extra sheet if required)  
N.B. In the event your application is successful, payment will be made by BACS transfer. If you have more than one account, the

28. details of the account the money is to be paid into should be given below.

Title of bank account:

Bank sort code:

Name of Bank:

Account number:

Address of Bank:

City:  Post Code

29. Please provide details of your bank signatories

Name:  Phone Number

Name:  Phone Number

Name:  Phone Number

Name:  Phone Number

We confirm that all information contained on this page is correct (to be signed by two office bearers)

Signed: .....

Signed:

# Section 3 - Project Outcomes

(Only to be completed for grants of over £500)

If you require assistance to complete this section,  
please contact the Community Planning Team  
on 0141 577 4011

30. How have you identified that there is a need for this specific project in your local community?

31. The East Renfrewshire Community Planning Partnership works to deliver 5 strategic outcomes contained in the Community Plan. Which of these will your project contribute to? You will be asked to provide evidence of your contribution to the outcomes at the end of the project.

1. All children in East Renfrewshire experience a stable and secure childhood and succeed.

2. East Renfrewshire residents are healthy and active and have the skills for learning, life and work.

3. East Renfrewshire is a thriving, attractive and sustainable place for residents and businesses.

4. East Renfrewshire residents are safe and live in supportive communities.

5. Older people and people with long term conditions in East Renfrewshire are valued; their voices are heard and they enjoy full and positive lives.

32. Who will benefit from your project?

Group Members

The wider community

Please specify by choosing from the adjacent list.

Young people

Families

Adults

Older People

People with disabilities

Other (please specify

33. How do you plan to measure the success of your project including the contribution to SOA outcomes and the benefits to your group and wider community? (e.g. questionnaires, press coverage, attendance levels).

**We confirm that all information contained on this page is correct (to be signed by two office bearers)**

Signed: .....

Signed:



# Section 4 - Declaration

**Please note applications will not normally be considered unless all of the following information is submitted.**

Please tick the undernoted boxes to indicate that you have submitted this information with your application (if applicable).

	Official use only	N /A
<input type="checkbox"/> A current financial statement (income and expenditure) <b>signed by two office bearers.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> A copy of your most recent bank statement/book (for all accounts).	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> A copy of your constitution ( <b>signed by two office bearers</b> ).	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> A copy of your Child Protection Policy if you are dealing with children and/or young people.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Previous conditions of grant have been complied with e.g. receipts submitted.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Estimates submitted for equipment.	<input type="checkbox"/>	<input type="checkbox"/>

On behalf of and as authorised by  (insert name of group) we confirm that:

(a) East Renfrewshire Council's Conditions of Grant, a copy of which has been received will be complied with.

(b) The information provided in this form is accurate and complete.

(c) We are aware that signing a blank application form or providing false or inaccurate information could result in a further investigation and/or the matter being reported to the police.

Signed: ..... Signed: .....

Position: ..... Position: .....

Date: ..... Date: .....

Please return this form to:

**APPLICATIONS WILL NOT BE ACCEPTED UNLESS SIGNED BY TWO OF THE THREE OFFICE BEARERS LISTED IN SECTION 1**

East Renfrewshire Council  
Democratic Services  
Council Headquarters  
Eastwood Park  
Rouken Glen Road  
Giffnock  
East Renfrewshire  
G46 6UG

For further information or assistance on East Renfrewshire Council grants contact Liona Allison on 0141 577 3033. Email [liona.allison@eastrenfrewshire.gov.uk](mailto:liona.allison@eastrenfrewshire.gov.uk)

The information you supply on this form will be used by East Renfrewshire Council to process your grant application. We will also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records. Your information may also be used for statistical and research purposes. The Council will use this information because we need to do so to perform a task carried out in the public interest. The information will be shared with other services within the Council to provide this service and to protect public funds by preventing fraud. If you do not provide us with the information we have asked for then we will not be able to provide this service to you.