



# APPLICATION for RECURRING GRANT

OFFICE USE ONLY: FORMS MUST BE KEPT FOR THE FINANCIAL YEAR THE CLAIM IS MADE AND 6 FURTHER YEARS

Name of Organisation: .....

Meeting Place or Office Address: .....

.....

.....

Postcode: .....

Office Tel No: .....

Fax No: .....

E-Mail Address: .....

Charity Number (if appropriate): .....

Date Organisation Established: .....

Link Officer Name (if appropriate) .....

For Official Use Only	
Date Received:	
File Reference:	
Serial Number:	
Constitution Checked:	
Accounts Checked:	
Equal Opps Statement:	
Date Acknowledged:	
Further Info Requested:	
Date of Decision:	
Amount Awarded:	
One World Doc No:	
Paid In Instalments:	
Signature of Officer:	
Signature of Manager:	

<p><b>Name of Organisation's Contact (<i>Board/Committee Member</i>)</b></p> <p>Name:</p> <p>Address:</p> <p>Tel No:</p> <p>E-mail:</p>
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<p><b>Organisation's Day to Day Contact (<i>Worker</i>)</b></p> <p>Name:</p> <p>Address:</p> <p>Tel No:</p> <p>E-mail:</p>
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**ALL SECTIONS MUST BE COMPLETED FOR THE APPLICATION TO BE CONSIDERED**

# TERMS & CONDITIONS OF GRANT

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1. The organisation must submit any changes to their written Constitution/Memorandum of Arts/SCIOs and equal opportunities policy. Any changes to the Management Committee must also be notified to Fife Council's Link Officer / Monitoring Officer.
2. The organisation must have a bank account in the name of that organisation. There must be at least two authorised signatories to this account who are members of the committee or the organisation. The signatories should not be related and all cheques must be signed by at least two of them. If the committee decides to operate all or part of its financial matters via online banking, it shall make provision to ensure that two of the designated signatories shall approve all online payments. This should be done preferably in conjunction with the bank or, if this is not possible, through a procedure agreed by the committee.
3. Provision must be made for up-to-date accounts to be kept and for those accounts to be certified annually by an independent examiner/auditor. Accounts must clearly show Fife Council's contribution to the organisation. The Annual Report and Accounts must be submitted annually to Fife Council's Monitoring Officer as soon as they have been approved by your AGM. Fife Council reserve the right to reduce or withhold grant aid where an organisation's unrestricted reserves are deemed excessive.
4. The grant must only be used for the purpose for which it was approved. No aspect of the activity being funded should be party political in intention, use or presentation. At the end of a project, or in any case where the organisation ceases to exist, or where there is a breach of any of the grant conditions, any unspent grant will be repaid. In respect of equipment purchased with grant assistance, satisfactory storage facilities should be provided.
5. All organisations who receive grant aid from Fife Council will be subject to Fife Council's Monitoring and Evaluation Procedures. Failure to comply with these procedures will result in support being withdrawn. The organisation must be open to inspection by official representatives on request.
6. The organisation must be prepared to give Fife Council's External Auditors, Internal Auditors and Officers access to all books, accounts, records and vouchers, including bank statements, returned cheques and cheque stubs on request. Where necessary, Fife Council will have the right to approach the organisation's bank and auditors/independent examiners to obtain information about the detailed transaction of this account.
7. The whole amount of grant or, at the discretion of the appropriate Committee part of that amount, shall be repaid to Fife Council if any information given in connection with the grant is found to be false or misleading, or fails to disclose a material fact bearing upon the consideration of the application.
8. All organisations should ensure that in carrying out the activity for which the grant has been given that they shall not commit any act of discrimination rendered unlawful by the Equality Act 2010. In particular, they should ensure that they are open to all who could benefit or wish to take part and at a minimum are meeting the general duties under the Act. The organisation should have an equal opportunities policy in line with current legislation.
9. All organisations working with children, young people or vulnerable adults should ensure that in carrying out their activities, they meet the requirements of the Health and Safety at Work Act 1974 and the Protection of Vulnerable Groups (Scotland) Act 2007. In particular, for all activities involving children, young people and adults at risk, a protection policy and procedures should be in place, with staff and volunteers being members of the PVG Scheme.
10. The information provided by you on this form will be used by Fife Council in order to process your application. It may be shared with FVA, NHS Fife and other local authority services or external funders and information will be obtained from your application. Further information on how your information is used and why can be found by contacting Fife Council's Data Protection Officer at: [dataprotection@fife.gov.uk](mailto:dataprotection@fife.gov.uk).

**I have read, and agreed to comply with, the above conditions, and confirm the information given is correct.**

**Signed:** ..... **Date:** .....

**Management Committee - please attach a separate sheet if more room is required**

Office	Name	<u>If a Member or Officer of Fife Council</u> <u>Please State Service and Job Title</u>	Tick if a Cheque Signatory
Chairperson			
Secretary			
Treasurer			
Committee Member			
Committee Member			
Committee Member			
Committee Member			

**Constitution / Memorandum of Arts / SCIO:**

Has there been any changes to your Organisation's Constitution / Mem of Arts / SCIO since it was submitted. YES / NO

*If yes, please attach an updated version*

**Name & Address of Bank:** .....

.....

**Bank Account Name:** .....

**Account No:** ..... **Sort Code:** .....

**Names of all Authorised Signatories:**

(1)..... (2).....

(3)..... (4).....

**Name, Address & Qualifications (if appropriate) of Independent Examiner:** .....

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**Most recent accounts enclosed for year ending:** ...../...../.....

## Aims & Objectives of Organisation

<b>What service will you provide with Fife Council funding.</b>	
<b>Who will benefit (describe your client group and the projected no. of beneficiaries)</b>	
<b>When and where will your project/service be available (i.e. daily, weekly, times, location, etc.)</b>	
<b>How will you monitor and evaluate your activities</b>	
<b>Describe how your organisation complements and/or adds to current Fife Council provision</b>	
<b>Describe how this contributes to the Council's Local Plans and Plan for Fife 2017-2027</b> <a href="#">Plan For Fife 2017-2027</a>	
<b>Detail which other agencies/ organisations will be involved in this service or which are linked to your organisation</b>	
<b>Number of members and volunteers and their roles in the organisation (if appropriate):</b>	

### 3 Year Budget & Financial Projection

<b>Staff Cost – Salaries</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>
Salaries & Wages	£	£	£
Employer's National Insurance Contributions	£	£	£
Employer's Superannuation Contributions	£	£	£
<b>Sub Total</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Staff Cost - Other</b>			
Travelling Expenses	£	£	£
Conference & Training	£	£	£
Staff Recruitment	£	£	£
<b>Sub Total</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Property Costs</b>			
Rates	£	£	£
Rent	£	£	£
Insurance	£	£	£
Repairs & Maintenance	£	£	£
Heat & Light	£	£	£
Cleaning Materials	£	£	£
<b>Sub Total</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Supplies &amp; Services</b>			
Provisions	£	£	£
Office Equipment	£	£	£
Equipment Leasing	£	£	£
Publicity	£	£	£
Publications	£	£	£
Other (Please Specify)	£	£	£
<b>Sub Total</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Vehicle Costs</b>			
Fuel	£	£	£
Licence & Insurance	£	£	£
Repairs & Maintenance	£	£	£
Other (Please Specify)	£	£	£
<b>Sub Total</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Administration</b>			
Printing & Stationery	£	£	£
Postages	£	£	£
Telephone	£	£	£
Audit Fee	£	£	£
Secretarial/Accountancy Fees	£	£	£
Subscriptions	£	£	£
Volunteer Expenses	£	£	£
Other (Please Specify)	£	£	£
<b>Sub Total</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Total Expenditure</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Less Income / Other Funding (please specify sources)</b>			
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
<b>Grant Applied For (Annually)</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>TOTAL GRANT APPLIED FOR OVER 3 YEAR PERIOD £</b>			