September 2016

|  |  |
| --- | --- |
| Ref |  |
| Date Received |  |
| Department | |



**East Renfrewshire Renewable Energy Fund**

**Grant Application Form**

*(Please use block capitals and black ink)*

# Section 1 - General Information

1. Name and address of your organisation or group
2. Name and address of contact person

*Telephone number Email*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. Where and when does your organisation meet?
2. List of office bearers

*Chair/President Telephone number Email*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

*Secretary Telephone number*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

*Email*

*Treasurer Telephone number Email*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. Please provide details of your bank signatories (voluntary groups only)

*Name Telephone number Name Telephone number Name Telephone number Name Telephone number*

1. Is your organisation? (please tick one box)

A company (registration number ) A voluntary organisation A charity (registration number ) Others

1. If you are registered for VAT please quote number.

**8(a)** Approximately how many people in East Renfrewshire **8(b)** How many of your members are from benefit from your organisation’s activities? East Renfrewshire?

**9** For how long has your organisation or group **10** Who does your organisation cater for?

been running? (e.g. young people, children, elderly, women, black and ethnic minorities etc.)

**11** What is the purpose of your organisation?

**12(a)** If providing services for children under eight is your organisation registered with the Care Commission? (If you need advice on this, contact the Care Commission on 0141 843 4230)

YES/NO

**12(b)** If providing services for young people under 18 years, does your organisation have a Child Protection Policy. (If this causes you any problems please contact this office for advice)

YES/NO

1. What geographical area does your organisation or group cover?

# Section 2 - Project Information

## Project Description

Describe fully the project for which grant is being sought (background and context of the project, description of works, partner involvements).

*(continue on separate sheet if required)*

## Evidence of Demand

What evidence is there that your project is needed?

## Need for Grant

* 1. Is this grant essential for your project to go ahead? YES NO
  2. Which of the following will apply if you receive a grant? allow the project to proceed

accelerate the implementation of the project increase the scale of the project

improve the quality of the project

secure other financial contributions to the project other (please detail)

* 1. When will the project proceed?

## Project Management

Describe how your project will be managed and administered (include details of number of staff involved, previous experience of managing similar projects)

## Project Risk Assessment

Have you identified any risks that might affect the successful completion of your project? If so, please give details of how these will be addressed.

## Sustainability and Continuity

Provide details of how the project will continue after ERREF funding has ceased (e.g. exit strategy, business plan, ongoing management/ funding arrangements).

## Planning Permission or Other Regulatory Compliance/Consent

Does the project require planning permission or any other form of regulatory compliance or consent?

YES NO

If YES, please give details

## Tendering Arrangements (Public Sector Organisations only)

a) Please confirm that all Public Procurement, Works, Supplies and Services Directives have, or will be, complied with.

YES NO N/A

(b) Please provide details

1. **Which fund priorities does your project address?** (See Guidance Notes, list all that apply).

## Identify all the expected project outputs and how these will be measured.

1. **List any other outcomes from your project that cannot readily be measured but that provide added value to your project.**

**Section 3 - Financial Information**

1. Total cost of project. £
2. Amount of grant requested. £

**3(a)** What financial contribution will your organisation make towards the total cost? £

**3(b)** If you are applying for funds from any other body for this project, detail the amount and status of the application.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Funding Body | Amount applied for | Status of application | Date/ expected date of award |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## 4 Project costs

1. Provide a breakdown of the project costs for which grant is requested.

|  |  |
| --- | --- |
| Items of Expenditure | £ |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total |  |

1. Provide a breakdown of the project costs for which grant is not requested.

|  |  |
| --- | --- |
| Items of Expenditure | £ |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total |  |

**5(a)** Have youreceived ‘in-kind’ assistance from East Renfrewshire Council in the last 12 months? (e.g. subsidised hall lets, staff support)

YES NO

Please specify

**5(b)** Have you received a grant payment from East Renfrewshire Council in the current or last two financial years?

YES NO

If YES, use an additional sheet to provide a breakdown of amounts received per financial year.

**5(c)** Have you applied to or received funds from any other body in the current or last three years?

It is necessary to seek information on all public funding received as de-minimis aid over a three year period to ensure that it does not breach the 200,000 EUR ceiling. Please note this does not adversely affect your application.

Please continue on a separate sheet if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Funding Body | Amount applied for | Status of application | Date of award |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**6** Give details of your fundraising in the last 12 months e.g. raffles, bag packing etc., (Community Organisations).

**7** Bank details (Please give details of ALL Bank Accounts held by the organisation. Attach extra sheet if required)

Title of bank account Bank sort code Name of bank Account number Address of bank

## Applications will not normally be considered unless all of the following information is received.

Please tick the undernoted boxes to confirm that you have submitted this information with your application.

A current financial statement (income and expenditure) **signed by two office bearers.**

A copy of your most recent bank statement/book (for all accounts). A copy of your constitution **signed by two office bearers.**

A copy of your Child Protection Policy if applicable

A copy of your Equal Opportunities Policy

Where appropriate, conditions attached to previous awards have been complied with e.g. receipts submitted.

All plans, drawings, costings, project information in support of your application.

Official use only

* Three quotations for all the works/ services for which grant is being sought. ❑

On behalf of and as authorised by *(insert name of group)*

we undertake that:

1. East Renfrewshire Council’s Renewable Energy Fund Guidance Notes and Conditions of Grant have been read and will be complied with.
2. The information provided in this form is accurate and complete.

Signed Signed Position Position Date Date

## APPLICATIONS WILL NOT BE ACCEPTED UNLESS SIGNED BY TWO OFFICE BEARERS LISTED ON THE FRONT OF THE FORM

Please submit this application form to:

## East Renfrewshire Council, Democratic Services,

**Council Headquarters, Rouken Glen Road, Giffnock, East Renfrewshire G46 6UG.**

For further information or assistance on East Renfrewshire Council grants

visit the Council website www.eastrenfrewshire.gov.uk/grants-community

**Data Protection Act 1998**

East Renfrewshire Council is the Data Controller for the purposes of the Data Protection Act 1998. The Council will retain the information you supply in full accordance with the principles of that act. As such, personal details such as signatures, personal phone numbers and personal email addresses will not be made available to any other person. However, please note that any non personal information provided with this application will be available for public inspection. If you wish any further information to be excluded from publication, please request this in writing and the Council will consider your request.

This authority is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes. This information will be held for the improvement of customer service and may be used for statistical and research purposes.