

Holiday Provisions Application

1. Organisation Details

Organisation name	
Organisation email address	
Contact number	
Organisation address	
Organisation structure (i.e. constituted group, social enterprise, community trust)	

2. Point of contact (if different from above)

Name	
Email address	
Contact number	

3. Organisation Finances

Tell us about your organisations income and expenditure for this last year

End of year balance	£
Current bank balance	£
Total cash/unrestricted reserves available?	£
Total restricted/committed funds	£

4. Please provide information regarding any ring-fenced or committed funding for specific activity:
5. Please tell us about your organisation's plans for holiday provisions for young people and families in the Scottish Borders.
6. Please tell us about the groups of people who are likely to benefit from your provision(s)
7. What is the expected impact and benefits of your provision(s) and how will it help those most in need during the holiday period(s)?
8. In which locality will your activity be delivered?
 - Berwickshire
 - Cheviot
 - Eildon
 - Teviot & Liddesdale
 - Tweeddale

9. **Successful applicants must deliver their project proposals within 6 months of receiving an award. Please tell us about your timeline for delivery:**

Project start date	
Project end date	

10. **Project Expenditure**

Total project cost	£
10% organisation contribution	£
Request to SBC	£

Items of Expenditure	Cost
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£

If your total project cost is more than the amount you are applying for, please tell us about any other funding that you are applying for:

Funder	Funding Requested	Status of the application
	£	
	£	
	£	
	£	

Please tell us what grants your group has received from Scottish Borders Council or any other funder within the last three years:

Date	Project Title	Amount
		£
		£
		£
		£
		£

11. If your group is constituted, do you have:

Equal Opportunities Policy Yes No Equality Statement Yes No

Does your idea/project involve work with children, young people under the age of 18 or vulnerable adults?

Yes No

If yes, what protection policies do you have in place and how often are these reviewed? Please provide a copy of these or give full details below:

12. Agreement

By signing and submitting this application form you are confirming the following:

- You wish to apply for funding on behalf of your group/organisation
- The answers to the questions in this form are true and accurately reflect your group, its finances and your funding request
- You give us permission to make public this application form with appropriate redaction of confidential information
- You will deliver the project/activity as described in this application form
- You understand if you make misleading statements or withhold information, your application will become invalid and your group/organisation will require to return any monies received in full
- You will provide monitoring and evaluation for any funding awarded and comply with the terms and conditions of the fund
- You accept that if information about this application is requested under the Freedom of Information Act we will release it in line with the requirements under the Act.
- You will have any relevant insurance cover in place in respect of the planned project for which funding has been applied

Forename(s):

Surname:

Position in group/org:

Date:

IMPORTANT

Your application can only be considered once all the questions on this form are completed and all documents listed in the following checklist are provided:

1. A copy of your constitution or rules, dated & signed.
2. A copy of your bank statement, less than three months old.
3. A copy of your most recent annual accounts (less than 15 months old), dated & signed as approved. (New organisations should submit estimates of income and expenditure for the first 12 months)
4. Copies of 3 quotations/estimates for items of expenditure over £1,000

5. Copy of one quotation/estimate for items of expenditure under £1,000
6. A copy of your Equal Opportunities Policy or Equality Statement if you have one
7. A copy of lease agreements, written permissions or planning permissions where appropriate

Failure to attach/enclose the requested documentation with your application will result in the application being returned to you for completion, and therefore delayed.

Please note: Constitutions, bank statements, annual accounts must all be in the same name as the name of the applicant group/organisation given on page one of this application.

If requested, your application will be made public with the appropriate information redacted.

For assistance in completing this form and all other queries please contact the Communities and Partnerships Team at Scottish Borders Council at communitygrants@scotborders.gov.uk, or on 0300 100 1800.

All completed forms and attachments should be submitted via email to communitygrants@scotborders.gov.uk.

Further information can be found on the Scottish Borders Council website: www.scotborders.gov.uk/communitygrants.