

## Budge Foundation Guidelines

### IMPORTANT: PLEASE READ

- You will need to consider the following eligibility criteria and programme priorities carefully **before** completing the online application form to ensure your organisation and project are eligible to apply.
- To ensure your application is processed without delay, you must ensure all the required supporting documents are uploaded. If you do not have electronic versions of your supporting documents you can post them instead but you must do so within **5 days** of completing your online application form.

### ELIGIBILITY CRITERIA:

- Only **constituted** groups, with a governing document, can apply
- Annual income in the most recent financial year must be **less than** £250,000
- A bank account must be set up in the name of the group
- There must be **at least 3 unrelated members** on your management committee
- Committee meetings must have a **quorum of at least 3 unrelated** members present
- There must be **at least 2 unrelated** cheque signatories

### PROGRAMME PRIORITIES:

- Grants up to £2000
- To support organisations who are working to sustain the culture and traditions of Forres and the surrounding area in Moray
- Organisations that operate in Aberdeen and the surrounding area whose work has a focus in health and education

## EXCLUSIONS:

- Advancement of religion or politics (including requests to support the core activities of religious or political groups)
- The repayment of loans or payment of debts
- Retrospective funding i.e. costs already incurred/activities already taken place
- Trips abroad
- Purchase of second hand vehicles
- Payments towards areas generally understood to be the responsibility of statutory authorities including schools. i.e. projects that take place in school, during school hours and/or only for the benefit of the pupils will not be considered. PTAs/Parent Councils can apply if appropriately constituted but must evidence the project has genuine wider community benefit.
- Groups who will then distribute the funds as grants or bursaries
- General fundraising appeals or activities
- Applications that are for the sole benefit to flora and fauna. Applicants are invited to demonstrate the direct benefit to the local community and/or service users in cases where the grant application is concerned with flora and fauna.
- Projects which do not benefit people in Scotland

## SUPPORTING DOCUMENTS:

- A copy of your constitution / governing document\*\*
- A copy of your most recent annual accounts which must be **signed** by the independent examiner\*\*
- **New groups**, which haven't completed their first year's accounts yet, must provide a **projection** of income and expenditure for the first year of operation.
- A copy of your most recent bank statement.
- Management Committee details – access the template [HERE](#) and then click DOWNLOAD
- Children / Vulnerable Adults Policy (if applicable)
- For any capital items (e.g. equipment, construction services) you will need to provide at least two quotations from a supplier. For items exceeding £500 in value, three quotes should be provided. If this is not possible, we will ask you to explain why.

\*\*If you are a registered Company Limited by Guarantee you do not need to submit either of these documents as we can access them from Companies House.

If you are posting the required supporting documents please send to: **Foundation Scotland, Empire House, 131 West Nile Street, Glasgow, G1 2RX.**

You will need to ensure you pay the correct postage for the size and weight of your envelope. We do not take any responsibility for the return or non-delivery of letters sent with insufficient postage.

### **WHAT HAPPENS NEXT:**

In the first instance, we will check your application is in order and has been submitted with the necessary information.

**IMPORTANT NOTE:** We will **NOT** contact you if you do not submit all the required information and supporting documents we have requested in order to process your application, so please consider the checklist above carefully to ensure everything is in order **BEFORE** submitting your application/posting documents.

If shortlisted, an assessor may contact you to arrange a short telephone conversation to learn more about your project and request for funding. If you will be unavailable for any significant period, please include a note to that effect in Section 7 of the application form; your request may not be considered if an assessor cannot contact you.

You will be informed of the outcome of your application by letter.

Please do not contact us to find out whether your application has been successful or not as we wish to use this valuable time to process applications. However, if you have not heard from us within 2 weeks of the published decision date, then please contact the Grant Programmes Administrator on 0141 341 4960 or email [grants@foundationscotland.org.uk](mailto:grants@foundationscotland.org.uk)