Old Luce Community Fund

Large Grant Enquiry Form Guidance (over £10,000)

Please read the Fund Factsheet and the following guidance notes before deciding whether or not to apply. Occasionally, application materials are revised or changes made to the grant programmes we run. Please check our website at www.foundationscotland.org.uk for information about any recent or forthcoming changes.

All sections of this enquiry form must be completed. Incomplete forms may be returned.

Do not state 'see attached' on any part of the form as a substitute for information – however if you wish to include other documents with which to support your application then you are welcome to do so.

An application for a grant over £10,000 is a two stage process.
Please complete this Enquiry Form in the first instance and submit it by the advertised closing date. The Panel will then consider your project proposal and decide whether they wish to invite the organisation forward to the second stage, which is the submission of the Large Grant Application Form. This decision will be informed by available funding, the extent to which the application meets the outcomes of the Fund and consideration of other applications at that time.

Section 1: Contact details

Name of organisation
We can only consider applications from constituted organisations. The name of your organisation should be stated as it appears on your constitution (or governing document or set of rules).

Main Contact
The main contact should be the person who is best placed to provide further information about both the grant request and the organisation. This is the person we will contact by phone to discuss the application. Please make sure they will be available and let us know if they are away for any time between the submission deadline and notification date (see above).

Position
This should be the position the main contact holds in the organisation e.g. your job title if you are a paid member of staff or, if you are a volunteer, your role within the group.

Tel (main)
Please provide the phone number that you can be contacted on during the day. This could be a landline or mobile.

Tel (alternative)
Please provide an alternative phone number to the main phone number provided above. This could be an alternative landline or mobile.

Email
Please provide the email address for the main contact person for this application.

Website
Please provide the website address of your organisation. If the organisation does not have a website address then please leave blank.

Correspondence address
This may differ from your organisation's fixed address should you prefer correspondence relating to your grant application to be sent to a more convenient address, for example, your organisation's premises may only be open during certain days/times in the week.

Organisation address
If the correspondence address provided above is the home address of the main contact then please provide the organisation's fixed address here.

Section 2: About the organisation

What type of organisation are you?
Please select the most appropriate legal status/structure of the organisation. Your group does not need to be a registered charity to apply for a grant; however, your group should be a non-profit organisation with charitable aims and objectives, and this should be reflected in your constitution or governing document. If you are unsure if your group is eligible, please contact us for advice.

Briefly describe the purpose of your organisation, outlining the main activities/services you provide.
Please do not simply copy the aims and objectives from your constitution. Please try and describe the work your group does in your own words, as this will help us with the assessment process.

Section 3: Your Project

Will this be a new project?
Please tick the appropriate box. If your project has already started or is ongoing, tick the box for No.

If your project is already running, please tell us how it is being funded:
This should include any of your own funds and all fundraising and grants received to date in relation to the project you are applying for.

Please summarise the key aims of the project and what the grant will be used for:
What do you hope to accomplish with your project and in what ways will the grant contribute to this? If the grant is contributing only a portion of the project costs, please note this.

Please describe who will benefit from the project, and how many people?
Please provide details of the people your proposed project will target and any relevant social or economic disadvantage they face, and describe how the project will help to tackle these disadvantages. Tell us who your project is intended to benefit and why it will make a difference to them. Please provide a realistic estimate, or exact figure, of those that will *directly* benefit from the project to which your application relates.

In which community council area(s) will the project take place?

Please state the community council(s) in which the project will be delivered (not the local authority area).

When is the expected start and end date of the project?
When do you realistically expect to start and complete the project? Please be aware of the turnaround times for receiving a decision on your large grant enquiry. Please note we do not fund retrospectively, so please ensure you submit your application well in advance of your project start date.

Section 4: Details of grant requested

What is the total cost of the project?
Please provide an accurate breakdown of the total costs involved in the project in the table provided, ensuring that you separate capital and revenue costs. Please note the total cost of your project may be different to the value of the grant request.

How much do you think you would apply for?
This is the amount of money you are requesting from the Fund and not necessarily the total cost of your project. Please provide a breakdown of the costs over the project period and ensure the breakdown adds up to the amount you have requested.

What happens next:

In the first instance, we will check whether your application is in order and has been submitted with the necessary information. We will contact you immediately if there is anything missing or if you are ineligible to apply.

The Fund Panel will then consider your enquiry and decide if it wants to invite your organisation forward to the second stage, which is the submission of the Large Grant Application Form.

You will be informed of an outcome in writing by email or letter.

Please send completed enquiry forms to:
Programme Administrator
Foundation Scotland
The Kiosk
Gatehouse of Fleet
DG7 2HP

or via email to:
office@foundationscotland.org.uk

For any questions please contact the Programme Administrator on 01557 814 927 or via the email above.