

Clashindarroch Community Fund School Transport Grant Application Form Guidance



The following guidance is designed to assist with applying for a grant from the Clashindarroch Community Fund for a grant to cover the cost of school transport to swimming lessons.

Occasionally, application materials are revised or changes made to grants programmes. Please check the website at www.foundationscotland.org.uk/clashindarroch or our office (contact details below) for information about any recent or forthcoming changes and to ensure you have the most up to date information about the Fund.

All sections of the application form must be completed. Incomplete applications 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 (besides those listed in the checklist on page 3) with which to support your application then you are welcome to do so.

Section 1 – Contact details

Name of organisation

The name of your organisation should be inputted as it appears on your constitution (if from a school parent council), or if the application is from the school itself, the name of the school. If the application is from a school parent council, then please send us a copy of the up-to-date version of your constitution.

Main Contact

The main contact should be the person who is best placed to provide further information about the grant request. 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 in the three weeks after the application is submitted.

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 could differ from your organisation's fixed address should you prefer correspondence relating to your grant application to be sent to a more convenient address e.g. to the organisation treasurer for example, rather than to the school.

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

When was the organisation established?

Please provide the month and year your organisation was formally constituted.

How many of the following are involved in the organisation (numbers)?

- Staff: Part time staff are considered those who work 16 hours or less, full time are those who work more than 16 hours.
- Parent council: there must be a least three management committee members.
- Parent forum: this number should not include the parent council members already noted.

Section 3 – Financial details (schools can skip Section 3)

Please include in your application a copy of your most recent approved annual accounts that have been **independently examined and signed by a suitably qualified person**. We will be unable to process your application if you do not send us these or you submit accounts that are out of date and/or unsigned.

Organisations less than a year old must provide a **projection of income and expenditure for the group's first year of operation**. This is an outline of where you anticipate receiving funding from and what you will be spending this on. An independent examiners signature is not required but the projection must be signed by two management committee members.

What was your total income last accounting year?

This should include all income i.e. grants, fundraising, sales etc. This figure should match the total income figure as stated in your most recent annual accounts.

Bank account name

If the application is from the school, payment would normally be made to the school fund. Please provide the exact name in which your account is held (as it is usually shown on your cheque book or bank statement). The account name should match the name on your governing document otherwise we may not be able to make a grant. Where applicable please state the reason(s) why it is different. Please note we do not require the sort code or account number at this stage. Please **do not** provide the name of the Bank/Building Society.

Please note we expect groups to require at least two unrelated people to authorise spend from their account, whether by cheque or electronic transfer. If this is not the case, we may not be able to award you a grant.

Section 4 – Swimming Lessons

What are the dates for the swimming lessons in the school session?

One application should be submitted in respect of each school for each school session. If the application is being submitted in advance of the dates being set, please provide an estimate e.g.

February to March 2019.

Costs for up to six swimming lessons per pupil each school session may be awarded. If the size of the school is such that different classes go on different days, then the additional costs may be met, but please outline what arrangement you plan to make.

Location of the swimming pool

Normally the appropriate pool would be in Huntly for schools in this part of Aberdeenshire, but if that is closed for repairs or otherwise not available, please state your alternative location.

How many children will participate?

This is the number of pupils who you intend will take swimming lessons in each school session.

Who will provide the transport?

As this Fund is also designed to support local businesses and suppliers, we would expect a local bus firm to be used in preference to one from outwith the area e.g. from Aberdeen. The cost does not need to be the lowest of those available, but the one which provides the best value to the Fund. If Aberdeenshire Council requires you to use an approved supplier, then please advise of this.

What is the cost of the transport?

Please provide a single written estimate from proposed the bus firm, or if the cost over the school session will be more than £2,000 please provide three written estimates. E-mail confirmation from the bus firm(s) is acceptable.

Please note that the Fund will pay only for the transport costs, not for any admissions charges, or other costs.

If the school is ordering and paying for the bus hire, then it should be able to recover the VAT (if any) on the bus hire cost. It will be assumed that no VAT will be paid in grant, unless you can justify otherwise.

Section 6 – Any other information

This section allows you to provide additional information you think may be relevant to support your application. If you have nothing to add please state that.

Sending us the application: Checklist

Remember to sign and date the application form

A copy of your up-to-date constitution/governing document AND a copy of your latest independently inspected annual accounts (signed by the examiner) must be included with your application, although if not immediately available, they can follow shortly afterwards. New organisations must provide a projection of income and expenditure. This does not apply if the application comes from the school itself.

For the cost of bus hire over the school session costing between £200 and £2,000 you will need to provide a written quotation from a supplier. If the cost exceeds £2,000 in value over the school session, three written quotes should be provided. If this is not possible, we will ask you to explain why.

Please check you pay the correct postage for the size and weight of your application. We do not take any responsibility for the return or non-delivery of applications sent with insufficient postage.

What happens next?

We will check your application is in order and has been submitted with the necessary information. We will contact you if there is anything missing or if you are ineligible to apply. An assessor may then contact you to arrange a short telephone conversation to discuss your application. If you will be unavailable for any significant period in the three weeks after the application is submitted, please advise us and provide an alternative contact person.

The Fund Panel has agreed the terms under which grant applications for transport costs to swimming lessons can be made, so unless there is something unusual with your application, it will not require to go to a Fund Panel meeting and will be dealt with by Foundation Scotland administratively. You will be informed of an outcome in writing by email or letter.

Please send completed applications to:

Foundation Scotland, 15 Calton Road, Edinburgh, EH8 8DL

or via email to communitybenefit@foundationscotland.org.uk