Foundation Scotland

FOUNDATION SCOTLAND
ORGANISATION APPLICATION FORM QUESTIONS

The following questions will be asked as part of the application process.

ORGANISATION
- Organisation Name.
- Date Established.
- Address.
- Organisation Type (selected from available options).
- Management committee numbers and signatory eligibility declaration.
- Number of full and part-time staff, volunteers, and members.
- Purpose of your organisation, and the main activities and services you provide.
- Beneficiaries of the work of your organisation (i.e. members or service users) and on average how many people you work with per week, month, or year.

CONTACT
- Name, job title if applicable, address, contact details for the main contact (usually the person applying), and preferred method of contact.

MANAGEMENT COMMITTEE DETAILS (not required for all applications)
- Details of your whole Management Committee must be entered – this includes name, date of birth, address and experience.
- We require the names of the three principal members, in most cases this will be the Chair, Secretary, and Treasurer but please don't worry if you don't have these titles – we are looking for a minimum of three committee members.

ORGANISATION FINANCIALS
- What was your total income over the last accounting year?
- What are your current unrestricted reserves?
- Why can these unrestricted reserves not be used for this project?

PROJECT QUESTIONS
- Project Name.
- A brief description of the project you are applying for, including details of how it will be run.
- Project / Funding Start Date and Project / Funding End Date.
- In which area(s) will the project take place?
- The postcode(s) which represents the geographical area you will benefit.
- What consultation have you done to ensure this project will meet the needs and interests of
- those involved?
- What difference will your project make to the people involved and the wider community?
- How will the people you want to benefit from the proposed project find out about it?
- How does this project or your group in general positively address the climate emergency?
- How will the project continue beyond the life of the grant?

BUDGET

- What is the total cost of the project?
- How much money are you applying to us for?
- How much has been raised so far?
- Provide a full breakdown of the grant being applied for.
- Provide details of the amount Secured / Applied for so far.

GRANT IMPACT

- Select a Foundation Scotland theme that your project will address.
- Select a Foundation Scotland outcome that best describes the difference your project intends to make.
- How many people will benefit from the funding?
- Select a primary beneficiary group and primary age group that describe your project participants.

BANK DETAILS

- Bank account name, number, and sort code must be supplied, and a current statement uploaded. We need this to make payment of any grants and to ensure you meet eligibility, which is why we ask for this information in advance.

DOCUMENTS

- Upload a copy of your constitution (or other governing document).
- Upload your latest set of approved accounts, unless your organisation is less than 18 months old.
- Upload a copy of your safeguarding policy and procedures if your organisation's core work (the work it was set up to do) or the project you are applying for involves children or vulnerable adults.
- If your grant request is for any item(s) costing £300 - £3,000 please provide at least **one quote** for each of those items.
- If your grant request is for any item(s) costing more than £3,000 please provide at least **three quotes** for each of those items.

DECLARATION AND SUBMIT

- Check your answers carefully before submitting the form.
- Declare that information provided in the form is correct and authorised.
- Submit your application.

Application forms can be saved and resumed at a later date by logging in and out of your account.