

GULBERWICK, QUARFF & CUNNINGSBURGH COMMUNITY COUNCIL

APPLICATION FOR GRANT 2019/2020

REF:
GQC1920CG

1. CONDITIONS OF GRANT

Please read carefully before applying.

If you have any questions, please contact the clerk.

- In financial year 2019/20 members will be discussing and awarding grants at the meetings on December 3rd 2019 and February 18th 2020. All paperwork must be in a minimum of two weeks before the meeting in order to be considered. The next meeting in which road grants (separate form) will be awarded is June 2nd 2020.
- Please be aware that if enough 'good' applications come into the December meeting, all grant money may be awarded.
- Grants will only be made on development costs, not running costs.
- A new group/organisation may receive a small establishment grant.
- Established groups/organisations must submit a copy of their last independently checked & certified annual accounts.
- Established groups/organisations must submit a copy of their most recent bank statement.
- First time applicants must submit their Constitution/Memorandum and Articles of Association/ Trust Deeds.
- Applications from Shetland-wide groups will not be considered (except in exceptional circumstances).
- Quotes must be provided wherever possible – e.g. quotes from tradesmen for work to be completed, details of equipment to be purchased, quotes from airlines or hotels for flights and accommodation.
- Applications should be made prior to project commencing; therefore no retrospective applications will be considered.
- The grant money must be spent within a year of receiving the funds and can only be spent on what the grant was awarded for.
- Copies of invoices/receipts for the works and/or purchases must be submitted within a month of the grant money being spent.
- New applications will not be considered until your group returns invoices/receipts from previous applications or demonstrates that the previous project is ongoing.
- Any unspent grant money must be returned to the Community Council.

2. APPLICANT DETAILS

a. Name of your Group or Organisation:

b. Tell us about your group (what do you do?):

c. What will you use the money for?

d. How will people within Gulberwick, Quarff and Cunningsburgh benefit from this project?

e. Where will your project or activity take place?

f. Are there start and end dates? (If yes, please detail.)

g. Summarise your project or activity in 30 words. (This will be written on the Agenda to give members of the public information about your project):

h. How much does your group/organisation currently have in its bank account? (If this figure could be considered high, please also explain how these funds are committed.)

i. Please give us a breakdown of what each item will cost (to add up to the total cost of the project):

Item	£
VAT	
Total	

j. Have you got any money to put towards the total cost of the project? If yes, please tell us about it.

From where	£
Total	

How much do you need from GQ&C Community Council?

£

3. DETAILS FOR OFFICE USE

1. Group Details

Name of your group/organisation:	
Main Contact – Name and Position:	
Address and Post Code:	
Telephone number:	Email address:
Website address:	

2. Bank Account

Please state the name of the bank account this grant would be paid into if successful. This should be the same as the applicant name.	
Name of bank	
Bank address	
Account name	
Bank sort code	
Account number	

3. Documentation

Please ensure the following documents have been included with this application:	Please tick
<u>If this is your first application</u> to the Community Council – Constitution/ Memorandum and Articles of Association/ Trust Deeds of your particular organisation	
Most recent annual (independently certified) accounts. Where your organisation is newly constituted, a most recent bank statement will suffice.	
Most recent bank statement	
Quotations	

4. Protection of Vulnerable Groups Details

If your organisation is applying for grant assistance from this scheme, your group/ organisation will need to decide whether you have anyone (staff or volunteers) involved in `Regulated Work' with children and/or protected adults.

If your organisation has individuals involved in Regulated Work then those individuals will need to apply to become a member of the PVG Scheme. All groups must also have policies and procedures in place that adequately cover child protection and welfare issues.

Regulated work definitions can be found here: [PVG - Regulated Work Definition](#) and here: [Youth Work Essentials - What is Regulated Work?](#)

Q1a Does your group have individuals involved in `Regulated Work' with children and young people under the age of 18?

Yes

No

Q1b Does your group have individuals involved in `Regulated Work' with protected adults (from the age of 16)?

Yes

No

If you answered no to both question 1a and 1b, go to questions 3 and 4;

If you answered yes to either, or both, questions 1a or 1b, please complete all of the following questions:

Q2a Does your organisation undertake a PVG Scheme Membership check when appointing staff, volunteers or helpers who are doing `Regulated Work', to make sure they are not barred from working with children/protected adults as part of checking their suitability for the particular post?

Yes

No

Q2b Does your organisation take reasonable steps not to appoint anyone who is unsuitable to work with children/protected adults or who is barred from working with children/protected adults?

Yes

No

Q2c How does your organisation access Disclosure Checks for its volunteers? Please tick one of the following options:

	<i>(tick)</i>
Voluntary Action Shetland (VAS)	
National Governing Body	
Other (please specify)	
Not Applicable (please let us know why. You should use the space below* to explain why your volunteers do not undertake Disclosure Checks)	

Please note that it is a requirement of this scheme that your organisation has in place policies and procedures that meet the requirements of the Protection of Vulnerable Groups (Scotland) Act 2007, and which adequately address child protection and adults at risk of harm.

Q3a Does your organisation have an approved Adult and Child Protection Policy?

Yes

No

Q3b Does your organisation have an approved Adult and Child Protection Procedure?

Yes

No

Q3c Does your organisation have an approved Equal Opportunities Policy?

Yes

No

Q3d For organisations working with children and young people, do you have an approved Code of Conduct for staff and volunteers?

Yes

No

Q4 Are you satisfied that your organisation complies with the requirements of the Protection of Vulnerable Groups Act 2007?

Yes

No

*Please use the space below to provide us with any additional information:

<https://www.childprotectionsheffield.com/for-community-groups> provides information and sample documents for you as a community group to use to help you meet the Scottish Executive Framework for Standards, the legal requirements of the Protection of Vulnerable Groups (Scotland) Act 2007 and to achieve best practice for those who provide activities, care for, or work with children and vulnerable adults.

If the website above does not help, please contact, either:

- Kerry Geddes, GQ&C Community Council Clerk on 01595 692728
- Pat Christie, Community Involvement and Development Officer on 01595 745363
- Michael Duncan, External Funding Officer/Community Council Liaison Officer on 01595 743828

5. Declaration

DECLARATION

All applications must be signed by two people who are recognised as representatives of your organisation. For example, a member of your management committee, group leader, treasurer, trustee etc.

Please ensure that:

- This application is submitted within the two-week deadline before the funding meeting.
- You do not have any receipts, invoices or other paperwork from previous grant awards from GQ&C to return.

You are being asked to **declare** that;

- You have read and will comply with the funding conditions.
- To the best of your knowledge, the information contained in this application and any accompanying attachment(s) is accurate.
- If the project does not go ahead, you will return the full grant monies.
- Within a month of the project end you will provide receipts/invoices to show that the money has been spent on what the grant was awarded for.
- Any underspend will be returned to the Community Council.

Signature.....
(If sent via email please indicate this)

Signature.....
(If sent via email please indicate this)

Name

Name:

Date

Date:

Position

Position:

Please return this form and associated paperwork to the clerk two weeks before the meeting:

Deadlines are:

Tuesday 19th November for December 3rd 2019 meeting

Tuesday 4th February for February 18th 2020 meeting

Mrs Kerry Geddes

Lambeau, Wick, Gulberwick, Shetland, ZE1 9TX

Email: clerk@gqc-communitycouncil.co.uk

Phone: 01595 692728