

# Tullo and Twinshiels Wind Farms Community Fund Application Form

All for  
sustainability



Before completing this form, please read the Community Fund Guidelines document.

All applicants should complete Sections 1, 2, 3, 7, 8 and 9

If your application is for funding less than £1,000 please complete Section 4 (Page 10)

If your application is for funding between £1,000-10,000 please complete Section 5 (Page 12)

If your application is for funding in excess of £10,000 please complete Section 6 (Page 15)

**Thankyou, we hope you are successful.**

SECTION 1 - YOUR ORGANISATION	
Name of organisation	
Address	Please provide the address for correspondence
Applicant contact details	Your contact must be someone who can talk about the project and funding needs in detail.
Name	
Position in organisation	
Address (if different from above)	
Tel (day)	
Email	
Geographic area covered by organisation	The project for which you are seeking support must fall within our designated areas - see our guidelines

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<p>How many people are involved in your organisation?</p> <p> <input type="checkbox"/> Members              <input type="checkbox"/> Users              <input type="checkbox"/> Volunteers (not management)       </p> <p> <input type="checkbox"/> Paid Staff              <input type="checkbox"/> Management Committee       </p> <p> <input type="checkbox"/> Others, please explain       </p>	<p>Please give numbers</p>
<p>Are you a registered charity?      <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>If so, please provide a charity registration number _____</p>	<p>You do not need to be a charity to apply but you will need to enclose your constitution or a simple set of signed rules.</p>
<p>Is your organisation part of a larger group?      <input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	
<p>What is the purpose of your organisation?</p>	<p>In this section, you should detail why your group was set up, what the aims and objectives are and who the beneficiaries are for the work you carry out.</p>
<p>When was your organisation set up?</p>	

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SECTION 2 - YOUR PROJECT	
Title of the project	
Location of the project	Does the project have a specific location?
Description of the project	Give details of the project and what you want it to achieve
<p>Which of the following criteria do you believe are met, and why? Please refer to the more detailed explanations of the criteria in the guidelines and the tick the relevant criteria</p> <hr/> <p>Improving access for children and young people to activities and services</p>	

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Carbon reduction to tackle climate change

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Improving access for vulnerable people to services and facilities

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Providing recreation, care and companionship for elderly people

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Regenerating the community

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Improving or maintaining community buildings

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Providing self-help services in the community

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Improving community and/or wildlife environment

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Improving access to education and skills development

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Improving the health and well-being of the community

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Celebrating, protecting or preserving local heritage

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Promoting local sustainable development

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Other, please specify

How will you judge the success of the project?

If you have benchmarks/  
targets please  
tell us about  
them. Be  
realistic as we  
shall use them  
in monitoring  
the project

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<p>If your project involves land or buildings that your organisation does not own, who are the owners and do you have their permission?</p>	<p>Include here details of any leasing arrangement or if you intend to buy property</p>
<p>Who will carry out the work?</p>	<p>Will it involve volunteers or a contractor?</p>
<p>How will the project be managed?</p>	<p>Please state how it will be managed in both the short and long term</p>

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<p>Will it be fully accessible to the public and how many people do you expect to use it in a typical year?</p>	<p>Please give your best estimate of usage</p>
<p>What is the timescale for the project?</p>	<p>When will it start and finish and are there any key landmarks along the way?</p>
<p>Are you working in partnership on this project with any other groups? If so, please identify them</p>	<p>Include the names of any community, voluntary or statutory organisations that you are working with or are supporting you</p>

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## SECTION 3 - FUNDING

What is the total cost of the project including VAT

What funding are you seeking from the Tullo and Twinshiels Community Fund?

Is your organisation VAT registered?  Yes  No

If so, what is the recoverable VAT on the amount you are seeking?

What other funding exists or is being sought?

Do you have already funds towards the project and are you applying elsewhere?

Will a grant from us assist in triggering match funding from elsewhere?

Match funding is not a condition of a grant from us but may assist your case

Will the funding allow the project to occur within the calendar year?  Yes  No



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Will there be any longer term funding requirements for this project to sustain it into the future? If so are they in place?

We need to be sure that you have considered running costs

Does your organisation have a bank account?  Yes  No

How many account signatories are required?

If funds are awarded, to whom should the cheque be made payable?

To what address should the cheque be sent?

This could be your organisation or the contractor. Cheques cannot be made payable to individuals

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## SECTION 4 – BAND ONE APPLICATIONS, LESS THAN £1,000

If you require additional space please attach additional pages to this application and state the question numbers clearly.

Please outline why you think there is a need for this project in the community

Please describe the benefits the project will provide to the community

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Please outline the project timescale and the activities that will be undertaken

Please outline the how the funds requested will be allocated

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## SECTION 5 – BAND TWO APPLICATIONS £1,000 -10,000

If you require additional space please attach additional pages to this application and state the question numbers clearly.

Please outline why you think there is a need for this project in the community. Provide details of research conducted with those in the community who will use the facility of service.

Please describe the benefits the project will provide to the community. Provide details of research conducted with those in the community who will use the facility or service.

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Please provide a detailed breakdown of the tasks to be completed throughout the funding year.

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Please provide a breakdown of the requested funding, what it will be spent on, and any associated quotes from suppliers/contractors.

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## SECTION 6 – BAND THREE APPLICATIONS, MORE THAN €10,000

Supporting documents are required for this section

Please provide a two page supporting document outlining why you think there is a need for the project within the community. Back up your statement with research conducted in the community with those who will use the facility or service.

Please provide a two page supporting document outlining the benefits the project will bring to the community. Back up your statement with research conducted in the community with those who will use the facility or service.

Please provide a detailed work breakdown structure outlining the tasks, durations, and costs associated with all activities to be carried out within the funding year. Supporting information from contractors would be helpful.

Please provide a detailed budget breakdown, outlining the costs associated with all of the tasks to be carried out within the funding year. Please provide supporting information and competitive quotes from multiple suppliers/contractors.

Please note that applicants requesting band three funding may be required to attend a meeting to present details of their project to the panel of the Tullo and Twinshiels Wind Farms Community Fund.

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## SECTION 7 – DECLARATION

We are authorised to submit this application on behalf of the organisation and certify that the information enclosed is correct. By signing this application form, we agree to abide by the terms and conditions included in the fund guidelines and any additional special conditions within the letter of award. We understand that we will be required to monitor expenditure and to provide the Tullo and Twinshiels Community Fund with receipts and reports on the progress of the project as required. We give permission for the fund to record the information in this form electronically. We also give permission for the fund to publicise its involvement in the project.

Signature 1 Name \_\_\_\_\_ Date

Signature 2 Name \_\_\_\_\_ Date

## SECTION 8 – INDEPENDENT REFERENCE

Name \_\_\_\_\_

Occupation \_\_\_\_\_

Contact address  
\_\_\_\_\_  
\_\_\_\_\_

Daytime telephone  
\_\_\_\_\_

I can confirm that I know the applicant organisation. I have read this application and the request for funding. I support the proposal and am happy to be contacted to discuss the project further.

Signature \_\_\_\_\_ Date

This section should be completed by someone who knows your organisation and can support your application. It cannot be a member of your management committee, a volunteer or user of your group.



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## SECTION 9 – CHECKLIST

Please ensure that you have included the following information as it applies to your project. Failure to do so may delay or jeopardise your application. Please tick the boxes or leave blank as appropriate.

- Supporting information relating to Section 4, 5 or 6 as applies to this application
- Completed form signed by two people
- Copy of your constitution or rules signed by each member if the management committee
- If your organisation relates to children or vulnerable people, copies of your Child Protection Policy and Vulnerable Persons Policy
- Location plan for the project
- Photographs of the site
- Detailed plans
- Sketch of the work proposed
- Evidence of the landowner's permission
- Planning permission approval
- Copy of your organisation's most recent accounts if you have been running for over one year
- Most recent set of accounts

## WHERE TO SEND YOUR FORM

Please return your completed application to;

[tullo.twinshiels@gmail.com](mailto:tullo.twinshiels@gmail.com)

or by post to

Mearns Area Partnership

PO Box 7197

Montrose DD10 1AT