

**GEORGE HUNTER TRUST
APPLICATION FOR FINANCIAL ASSISTANCE**
(Registered Scottish Charity: SC004898)

1 NAME OF ORGANISATION AS SHOWN ON YOUR CONSTITUTION

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2 WHAT IS THE TITLE OF YOUR APPLICATION?

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3 HOW MUCH FUNDING DO YOU NEED?

£

4 NAME AND ADDRESS OF CORRESPONDENT (see Guidance Note 1)

Your name

Your position in the
Organisation (if appropriate)

Your address
(including postcode)

Daytime phone number

E-mail address

Website address

PLEASE GIVE THE ORGANISATIONS BANK OR BUILDING SOCIETY DETAILS AS FOLLOWS.

(See Guidance Note 6)

Sort code

Name of the bank or building society

Account number

Building Society roll number

Signature:

5 NAMES AND ADDRESSES OF OFFICE BEARERS (see Guidance Note 2)

(a) Chairman

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(b) Secretary

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(c) Treasurer

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6 AIMS AND PURPOSES OF THE ORGANISATION (see Guidance Note 3)

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7 CURRENT MEMBERSHIP

8 PLEASE STATE THE PURPOSE AND/OR DESCRIPTION OF WORK TO BE DONE AND WHY YOUR ORGANISATION NEEDS THE FINANCIAL ASSISTANCE SOUGHT (see Guidance Note 4)

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9 PLEASE STATE HOW THIS APPLICATION WILL BENEFIT THE INHABITANTS OF LOCHMABEN
(see Guidance Note 5)

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10 GIVE AN ESTIMATE OF HOW MANY PEOPLE WILL BENEFIT

11 WHAT IS THE TOTAL COST OF YOUR PROJECT

12 LIST THE ESTIMATED COSTS OF ALL ITEMS AND SERVICES RELATING TO THIS PROJECT. BE SPECIFIC AND LIST ALL INDIVIDUAL ITEMS. SEND COPIES OF ANY QUOTES OR ESTIMATES YOU MAY HAVE. (see Guidance Note 6)

Item	Tick each item to be funded by this application	Cost £
TOTAL (this figure should be the same as your answer to question 11 above)		£

13 HOW MUCH DO YOU WANT THE GEORGE HUTER TRUST TO CONTRIBUTE TOWARDS THE COST?

14 HOW MUCH OF YOUR OWN MONEY WILL YOU CONTRIBUTE TO THE COST

15 TELL US WHERE THE REST OF THE MONEY WILL COME FROM (see Guidance Note 7)

Source of funding	Amount applied for	Has this been confirmed Yes or No	When was this confirmed (Please give date or put waiting to hear)

16 WHAT WOULD BE THE EFFECT ON THE ORGANISATION/PROJECT IF THIS FUNDING APPLICATION WAS UNSUCCESSFUL? (See Guidance Note 8)

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17 PLEASE STATE THE BALANCE HELD BY YOUR ORGANISATION AS AT THE DATE OF APPLICATION AND HOW YOU INTEND TO SPEND THIS. (See Guidance Note 9)

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18 DID YOUR ORGANISATION RECEIVE FINANCIAL SUPPORT FROM GEORGE HUTER TRUST IN PREVIOUS YEARS?

If **Yes** please give details below

Year	Amount	What the funding was for

19 PLEASE ENCLOSE THESE ESSENTIAL DOCUMENTS (see Guidance Note 10). Please tick box

(i) If your application is £1,000 or less, please provide the following information:

- Constitution of your organisation (see Guidance Note 11)
- Most recent set of accounts (accounts must be audited or certified if annual turnover is over £100,000)

(ii) If your application is over £1,000, please provide the following additional information:

- Annual Report (if available)
- Detailed estimate of income and expenditure
- Business Plan (if available)

20 PLEASE TELL US ANY OTHER RELEVANT INFORMATION IN SUPPORT OF YOUR APPLICATION
(continue on separate sheet if necessary)

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21 PLEASE NOW SIGN AND DATE THE APPLICATION ON BEHALF OF YOUR ORGANISATION (see Guidance Note 12)

As far as I know, the information in this form is true and accurate. I understand that it may be a criminal offence to receive a grant after giving false information, in which case you will cancel the grant and reclaim any money I have received. I agree that you can check, with others, the information on this application form and any supporting documents. If you award a grant on the basis of the information in this form, I confirm that the project or services I carry out or provide will be as described in this form. I agree that you, or your appointed agents, can examine any documents necessary to show that the project or services have been carried out. I will meet all your funding conditions.

I agree that if there are any changes in the project or services not agreed in writing with you, or if the project does not go ahead for any reason, you can reclaim all or part of any grant you have paid, as appropriate.

I agree that if my application is successful I will acknowledge your contribution on any publicity about the activity that you have funded.

PLEASE NOTE THAT THE DETAILS SUPPLIED ON THIS FORM MAY BECOME PUBLIC INFORMATION AS PART OF THE COUNCIL'S DECISION MAKING PROCESS.

SIGNATURE DATE
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PRINT NAME

POSITION IN ORGANISATION

APPLICATIONS WILL BE CONSIDERED IN MAY AND SEPTEMBER EACH YEAR, DEPENDANT ON THE AVAILABILITY OF BUDGETS.

Return your completed application form by email to
TrustApplications@dumgal.gov.uk

GUIDANCE NOTES FOR APPLICANTS

- 1 The correspondent should be the member of your organisation who will be available for answering possible queries about the application.
- 2 If this structure does not apply to your organisation please ensure a correspondent is identified.
- 3 The aims and purposes of the organisation should describe what it is aiming to achieve. Please also include the number of members of your organisation and the main towns and villages from which membership is drawn.
- 4 The purpose for which grant aid is sought will vary from applicant to applicant. It may be you need a contribution to general running costs, the cost of particular items of expenditure e.g. hire premises or the purchase of equipment. Please be specific. It is important to state clearly why your organisation needs the financial assistance sought. If it would be more convenient, please complete on a separate sheet. If appropriate, please indicate the anticipated number of people who will benefit from your project.
- 5 The George Hunter Trust exists to benefit the inhabitants of the Royal Burgh of Lochmaben it is therefore essential you detail how your project will benefit the inhabitants of the Royal Burgh of Lochmaben.
- 6 Please be specific and detail **all** items and services relating to this project, 3 quotations or estimates are required for appropriate works and supplies and should be attached to your application.
- 7 This information allows the Trust to make an informed decision based on the resulting outcome of funding being approved or refused.
- 8 Please detail how the project would proceed without Trust Funding, if the project can not proceed without Trust Funding please tell us why.
- 9 This information will enable the Trust Fund to ascertain whether assistance is actually **needed** by the organisation.
- 10 The attachments requested are absolutely essential if your application is to be considered fully. Without attachments, your application may be delayed and possibly rejected for lack of information.

Essential Supporting Papers - Checklist - **HAVE YOU ENCLOSED?**

If you are applying for £1000 or less:

- **CONSTITUTION**
- **ACCOUNTS (AUDITED OR CERTIFIED ACCOUNTS IF ANNUAL TURNOVER IS OVER £100,000)**

If you are applying for over £1000, additional documents:

- **ANNUAL REPORT (if available)**
- **DETAILED ESTIMATE OF INCOME & EXPENDITURE**
- **BUSINESS PLAN (if available)**

- 11 If your organisation does not have a constitution a member of the Council's staff may contact you once your application has been received to discuss the status of your organisation.
- 12 Please ensure all appropriate information is supplied. Failure to do so may result in delay in consideration of your application. Remember to sign and date the application on behalf of your organisation.