



Small Grant Application Form
(less than £1,000)

It is important that you read the guidance notes before you complete this application form.

Section 1 – Contact Details

Name of Group:

Contact Name:

**Website:*

**Position:*

**E-mail:*

Tel (daytime)

Tel (evening)

Correspondence address for this application:

Postcode:

**If applicable*

Section 2 – About your organisation

A copy of your constitution must be included with your application.

What are the main activities of your group or what service do you provide?

In which Community Council area does your Group operate?



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Section 3 – The Project

a) What does your organisation want to do with the grant from the Community Fund and why?

b) How will this benefit the community? (refer to guidance notes – section 3)





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Section 4 – Details of Grant Requested

What is the total cost of the project? £

*How much are you requesting from the
Blackhill Wind Farm Community Fund?* £

Please make sure you support these costs with quotes or estimates.

Will any other funder or your own organisation be contributing any of its own funds or in kind contributions to the project activity? If so, please provide details.

When are the expected start and end dates for your project?

Who will manage the project?

Section 5 – Financial Details

A copy of your latest annual accounts must be included with your application. New groups must provide a projection of income and expenditure for their first year.



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Checklist

Please check that the following documentation is submitted along with the completed application form:

- A copy of your constitution, Articles of Association or other governing document
- A copy of your most recent approved annual accounts, or for new groups a projection of the first year's income and expenditure.
- If your grant request is for equipment, vehicles, refurbishment or new build please supply at two competitive quotes.
- If your work is with children or vulnerable adults you must send a copy of your child/vulnerable adults protection policy.
- Remember to sign and date the application.

Data Protection Act 1998

The information given will be entered and processed on computer by the Directors of the Blackhill Wind Farm Community Fund Ltd; the forms will also be kept. The information will be used by the Directors for administration purposes of the grant scheme. Contact details will only be disclosed to third parties for the following purposes: when consulting other organisations during processing of applications; to announce successful projects, and to promote the Community Fund via press releases and other bona fide promotional activities including placement on the Blackhill Wind Farm Community Fund Ltd's Website.

Declaration: I agree to the above use of my data and I certify the information contained in this application is correct, and that I am authorised to make the application on behalf of the above group.

Name:

Signature: _____

Date: _____



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The completed Application Form should be submitted electronically to: grants@blackhillcommunityfund.co.uk

and a signed paper copy sent to:

Blackhill Windfarm Community Fund
Crossgate Hall Smiddy
Duns
TD11 3RJ