

Lybster & Tannach

Non-formal Learning Bursary Scheme Group Application

Please read through the Lybster & Tannach (L&T) funding guidelines before you complete this application form.

Please submit your completed application form to lybsterandtannach@outlook.com.

If you require assistance completing your application form, please contact the Lybster and Tannach Local Development Officer. Email: lybsterandtannach@outlook.com. Phone: 07704 982 601.

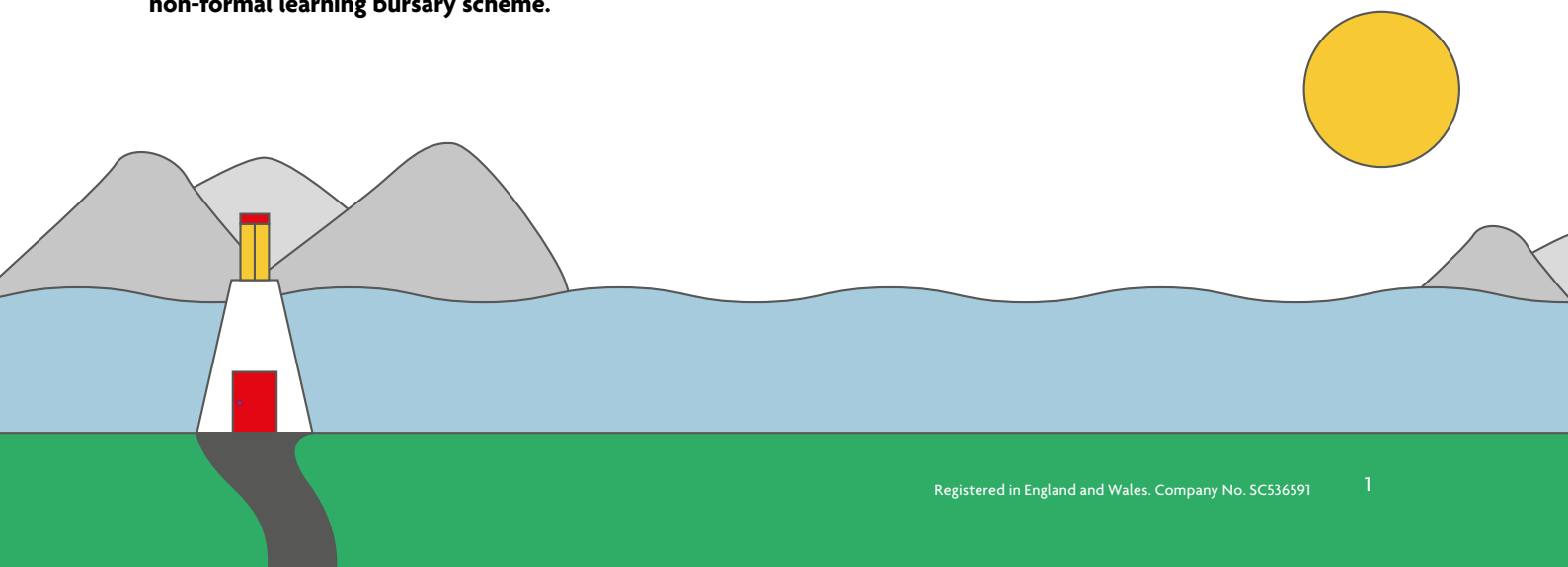
Application checklist

Yes No

This checklist will help you decide if this funding is right for your non-formal learning project. You should not apply for funding unless you can confidently answer yes to all of these questions.

- a. Are you a:
 - Voluntary or community organisation (including if you are a registered charity or company, or a social enterprise)
 - Parent council
 - Community council
 - Statutory body
- b. If you are an organisation, does your governing document allow you to carry out the activities you are applying for?
- c. If you are an organisation, does your organisation have its own UK-based bank or building society account in the name of the organisation applying, which requires at least two unrelated people (who are not family members or partners) to authorise all cheques and any withdrawals?
- d. Is your organisation based and operating in the Latheron, Lybster & Tannach Community Council areas?
- e. Will your project bring benefit to residents within the Latheron, Lybster & Tannach Community Council areas?

If you answer no to any of the above then you are not eligible to apply to the Lybster & Tannach non-formal learning bursary scheme.



Section 1

About your organisation or group

1. Full name of your organisation/group, as shown on your governing document

Please check this – if the full legal name of your organisation is incorrect it may delay your application.

2. Registered address of your organisation/group (including postcode)

Telephone number

Mobile number

3. Email address for us to contact your organisation or group

4. Name of the person responsible for this application

Position in organisation/group

5. What type of organisation/group are you?

Charity

Company or mutual society

Public sector

School

Other

6. When was your organisation/group set up?

Day

Month

Year

7. What is the purpose of your organisation/group?

8. What is your current financial position?

As part of our assessment, please send us a copy of your organisation/group's latest annual accounts or financial projections.

Select one option and fill in the amounts from your accounts or projection:

We are sending information from the latest accounts approved by our organisation*

We are sending a 12-month projection because we are a newly constituted organisation**

Total income for the year

Total expenditure for the year

Surplus or deficit at the year end

Total savings or reserves at the year end

*This should be taken from your last year's audited accounts accompanying this application.

**This should give your expected income and expenditure for the 12 months from the date your organisation was set up.

Section 2

About your project

9. Title and description of the project requiring funding

By 'project' we mean the course, event or activity you plan to carry out using our funding.

10. Which of the funding criteria does this meet and why?

11. Why is your project a good idea and what is the potential benefit to the community?

Tell us why you want to do this project – what does it aim to address?

It is important that you refer to any evidence you have to show why your project is needed or explain what benefit it will be. Describe what backing or support you have from the people, communities or organisations that will benefit.

12. What are your project timescales?

When do you expect your project to start and finish?

Start

End

13. How much will your project cost and how much would you like us to fund?

- Include the cost of everything you need for your project, even if you are not asking us to fund it.
- Include copies of quotes and relevant course documentation.
- Be as detailed as you can, give a short description beside each cost.
- Use a different row for each item.
- Only include VAT if you or your organisation cannot recover it.

Item

Total

Total project cost

Amount requested from Lybster & Tannach

Section 3

Declaration

- I declare the information given is accurate and true.
- If applying on behalf of an organisation, this application has been authorised by the governing body of the organisation.
- I understand that if I have made misleading statements or withheld information at any point, this application will be invalid and I or the organisation I am applying on behalf of will be liable to repay any money received.

Signed

Date

Name of referee

This person should know you or your organisation well and be able to talk about this project in detail.

Address

Email

Contact number