**START-UP GRANT APPLICATION FORM**

**ELIGIBILITY CRITERIA**

This funding is for community-based groups or organisations looking to start-up community activities (e.g., lunch clubs for older people). You can apply for **up to £500** to support costs associated with restarting or starting activities. Funding may be used to cover a one-off venue hire cost and can be spent on items such as PPE equipment, new equipment such as coffee urns, folding chairs, etc.

The primary beneficiary of this fund is adults. We can accept applications from groups that support families, but we cannot accept applications that support only children and young people.

If you are a new group, you will need a constitution to open a bank account for the group. For guidance, we recommend visiting: [Bank accounts – SCVO](https://scvo.scot/support/running-your-organisation/finance-business-management/bank-accounts).

**SECTION 1: CONTACT INFORMATION**

|  |  |
| --- | --- |
| Contact name |  |
| Contact Address (including postcode) |  |
| Telephone number |  |
| Email address |  |

**SECTION 2: ABOUT YOUR GROUP OR ORGANISATION**

If you are starting up a new group, you only need to provide group name and the activities that you intend to undertake.

|  |  |
| --- | --- |
| Group or organisation name |  |
| Does your group have a constitution? | Yes  No *(\*See note below)* |

*\*Note: You will need a constitution to open a bank account for the group. If you don’t have a constitution yet, another group may be able to hold funds for you for a short period of time until you have your own account. If you require help, please contact* [*info@cvsfalkirk.org.uk*](mailto:info@cvsfalkirk.org.uk)

|  |  |
| --- | --- |
| Charity number (if relevant) |  |
| Company number (if relevant) |  |

|  |
| --- |
| Please tell us briefly about activities you are planning. |
|  |

|  |
| --- |
| Please tell us who your group will support (e.g., a certain age group, whole population, a particular group of people with a similar interest) |
|  |

**SECTION 3: PURPOSE OF FUNDING**

|  |  |
| --- | --- |
| Sum requested (up to £500) |  |
| Will this funding be used to cover backdated costs? | Yes  No |

|  |
| --- |
| Please tell us how you intend to use this funding. |
|  |
| Please give details of any other funding awarded to support your group or organisation. *Please provide the amount awarded and purpose of award.* |
|  |

|  |  |
| --- | --- |
| Bank account name |  |
| Account number |  |
| Sort Code |  |

**SECTION 4: DECLARATION**

The information in this application is true and accurate to the best of my knowledge and I have the authority within my organisation to make funding applications.

I attach the following: **evidence of group constitution and bank statement and evidence of backdated expenditure, if applicable.**

I understand that my data will be held and used as described in the [Privacy Statement](https://www.falkirk.gov.uk/privacy/people-communities/community-grants.aspx) and I agree that I may be contacted as described therein.

|  |  |
| --- | --- |
| Name |  |
| Signed |  |
| Date |  |

**Please submit completed application form and supporting evidence to:** [funding@falkirk.gov.uk](mailto:funding@falkirk.gov.uk)