

Grants Scheme Application Form

Please complete all the questions.

Grant Form Number: **CD -**

Details of Applicants	Answers
<p style="text-align: center;">Name of Club</p> <p style="text-align: center;">Name and address of Secretary</p> <p style="text-align: center;">Daytime Tel No</p> <p style="text-align: center;">Evening Tel No</p> <p style="text-align: center;">email</p>	
<p style="text-align: center;">Name and address of Treasurer</p> <p style="text-align: center;">Daytime Tel No</p> <p style="text-align: center;">Evening Tel No</p> <p style="text-align: center;">email</p>	
<p style="text-align: center;">Address of premises</p> <p style="text-align: center;">Purpose of Organisation</p> <p style="text-align: center;">Year Established</p> <p style="text-align: center;">Are your members predominately from West Lothian?</p> <p style="text-align: center;">Membership Details:</p> <p style="text-align: center;">Is the club affiliated to the West Lothian Sport & Recreation Association?</p> <p style="text-align: center;">Is the club affiliated to a governing body of sport recognised by sportscotland? If yes, please detail</p> <p style="text-align: center;">State amount of any grant aid received and what was it for within the last 12 months from:</p> <p style="text-align: center;">Please indicate the status of all current applications to funding bodies</p> <p style="text-align: center;">To whom should cheques be paid if successful?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Senior: male <input type="checkbox"/> female <input type="checkbox"/></p> <p>Juniors: male <input type="checkbox"/> female <input type="checkbox"/></p> <p>Total Nos <input type="text"/></p> <p>Fees £ <input type="text"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>a) West Lothian Council £ <input type="text"/></p> <p>b) Any other source £ <input type="text"/></p> <p>Name <input type="text"/></p>

Please describe what you or your group/club hope to achieve	Answers
Your aims: Describe what your grant hopes to achieve.	
Club Applications: How many people will benefit from the grant?	
Please give an outline of the activities to be undertaken or the type of equipment you wish to purchase	

Remember, your application can only be processed if all the questions in this form are answered

Purpose for which grant is requested	Please provide the following (tick relevant boxes)
a) Club Development Projects	<input type="checkbox"/> Description of project with dates, number of people involved and other partners. <input type="checkbox"/> Detailed breakdown of projected expenditure <input type="checkbox"/> Detailed breakdown of projected income <input type="checkbox"/> Copy of constitution & child Protection procedures <input type="checkbox"/> Accounts for last financial year with copy of latest bank statement
b) Performance Projects	<input type="checkbox"/> Details of individuals involved and benefits to club <input type="checkbox"/> Details of costs and contributions from club and other sources <input type="checkbox"/> Copy of your constitution & child protection procedures <input type="checkbox"/> Accounts for last financial year with copy of latest bank statement
c) Purchasing Equipment	<input type="checkbox"/> Itemised list of equipment with breakdown of costs <input type="checkbox"/> Two quotes for all items <input type="checkbox"/> Copy of your constitution & child protection procedures <input type="checkbox"/> Accounts for last financial year with copy of latest bank statement
d) Start a new Club/Section	<input type="checkbox"/> Copy of constitution & Child protection procedures <input type="checkbox"/> Copy of copy of bank statement <input type="checkbox"/> Detailed breakdown of projected expenditure and income
e) Events	<input type="checkbox"/> Details of purpose of event & involvement of other partners <input type="checkbox"/> Detailed breakdown of projected expenditure and income <input type="checkbox"/> Copy of your constitution & child protection procedures <input type="checkbox"/> Accounts for last financial year with copy of latest bank statement.
MAKE SURE YOU HAVE ATTACHED ALL THE DOCUMENTATION REQUESTED! YOUR GRANT APPLICATION CANNOT BE PROCESSED WITHOUT THEM!	

Conformation	
<p>Please give details of a committee member who can confirm the purpose of your grant application</p> <p style="text-align: right;">Name:</p> <p style="text-align: right;">Address:</p> <p style="text-align: right;">Daytime Tel No:</p>	

Declaration	
<p>I can confirm that, to the best of my knowledge, the information given above is correct.</p>	<p>Signature</p> <p>Date</p>

Your application must be lodged to the Sport and Recreation Team, West Lothian Council.

This form should be returned to:
 Ruth Pettigrew
 The Sport and Recreation Team
 West Lothian Council
 Balbardie Park
 Torphichen Road
 Bathgate
 West Lothian EH48 4LA

Tel: 01506 776295
 Fax: 01506 776186

For Official Use Only		
Date Received.....	Previous Grant	Acknowledged.....
Action Taken.....	Reference.....	Constitution.....
Audited Accounts.....	Bank Statement.....	Child Protection Procedures.....
Quotes.....	Decision.....	