



West Lothian  
Council

## Equality and Diversity Grant Scheme Application Form

1. Contact Details	
Name of Organisation:	
Address of Organisation:	
Main Contact Name:	
Telephone Number:	
Email Address:	
Alternative Contact Name:	
Telephone Number:	
Email Address:	
2. Your Organisation	
How many members/ volunteers does your organisation have?	
Which of these options best describes your organisation?	<input type="checkbox"/> Registered charity <input type="checkbox"/> Community organisation or group <input type="checkbox"/> Other (please specify below) <hr/>
How many signatories are required on your bank account?	
<b>Audited Accounts</b> Please provide the relevant details from your most recent audited accounts for your organisation	Total Income: _____ Total Expenditure: _____ Balance Financial Year End: _____ Savings or Reserves: _____
Included copy of your most recent audited accounts with this application (tick to confirm) <input type="checkbox"/>	
Included copy of your constitution/terms of reference with this application (tick to confirm) <input type="checkbox"/>	
If you are unable to provide evidence of audited accounts and expenditure, please provide a summary of the reasons below:	

**3. Your Application**

Please tell us about your initiative/event/project, why you require the funding and how it aims to tackle inequality.

What date do you intend to start your funded initiative?

What date do you require the funding you are applying for?

**Equality Duty**

Please confirm how your initiative will support the council's positive duty to promote equality?

(Tick all that apply)

Our project will:

- ☐ **Eliminate discrimination** faced by one or more of the protected characteristics\*
- ☐ **Advance equality of opportunity** for people covered by one or more of the protected characteristics
- ☐ **Foster good relations** between people covered by one or more of the protected characteristics and those that do not share that characteristic

\*The protected characteristics of the Equality Act 2010 are: age; disability; ethnicity; gender; gender identity; marriage and civil partnership; pregnancy and maternity; religion or belief and sexual orientation

**4. Expenditure**

Please detail all expected expenditure and income for your initiative/ event/ project below:

Expenditure	Total Cost	Total Grant Applied For
<b>Total Expenditure:</b>		

**Income****Total Income**


Please tick the relevant boxes to show you have attached **evidence of expected expenditure:**

- ☐ Quotes from businesses for anticipated spend  
☐ Headed Letter from organisations that will receive the funding  
☐ Other

**5. Compliance**

You must tick each box below to confirm that you understand that:

- ☐ Applications will be returned if relevant sections of this application form have not been completed and the required supporting evidence has not been provided e.g. bank statement, quotes etc  
☐ Applications will not be considered in retrospect  
☐ Proof of expenditure must be supplied with your application form or within two months of receiving a grant  
☐ If successful, I agree to credit West Lothian Council Equality and Diversity Grant Scheme on any print or publicity produced in support of the work

**6. Bank Account Details** (Copy bank statement for this account required with application)

Payee Name:	
Name of Bank:	
Sort Code:	
Account Number:	
Remittance Email Address	

**6. Declaration**

*I confirm that all information given is accurate and that, if awarded funding, I will comply with West Lothian Council's criteria and guidelines which are noted at the end of this application form.*

*\*Signature must be handwritten*

**Applicant**

Signature\*:

Print Name:

Date:

**Data Protection**

Please note that the information supplied on this form will be used for accounting and statistical purposes. Your contact details are also held on a database. We will use this information to correspond with you, send details of funding schemes and information.

**Equality and Diversity Grant Scheme Guidelines**

Grants will be considered up to the value of £1000 per application.

An organisation may apply to the Grant Scheme twice per financial year, but will not be awarded any more than £2000 in that given period.

Applications will be accepted at any point during the financial year.

Applications will be acknowledged by HR Services within 5 working days of receipt.

The council's Corporate Working Group on Equality will consider applications as they arrive on a monthly basis. Feedback on the decision for applications will be given within 6 weeks.

All requested information in the application form is required before the application will be considered.

Funding will be allocated on a first come first served basis, subject to application approval. Completed application forms must be signed by the applicant.

Organisations applying for grants are expected to demonstrate that they incorporate equal opportunities principles and legislation into their policy and practices. Given the nature of the funding, this is mandatory and should be stated within the organisation's constitution.

Any equipment purchased with funding from West Lothian Council must be owned and controlled by the organisation, stored securely and adequately insured. Any insurance claimed on this equipment will revert to the Council should the equipment not be replaced. Equipment should be fully and properly maintained, not disposed of without the prior permission of West Lothian Council and revert to West Lothian Council should the organisation cease to exist for any reason.

Funding must be applied for in advance of any initiative/event/project. Retrospective applications will not be considered. (If you apply for funds towards an initiative/event/project that has already taken place and has been paid for, then your application will not be considered).

Applications must be used for the purpose awarded.