



The Morvern Community Trust

Registered Charity SC 040272

Morvern Medical Centre, Lochaline, Morvern, PA80 5XT

mctrust@btinternet.com

Ordinary Grant Application Form*

***Check Guidance for Applicants before using this form**

Please fill in all the boxes below and attach the additional information requested. If anything is missing, your application may not be considered.

Name of your organisation and website/social media addresses

Applicant contact name and address inc. postcode

Applicant

Role/position	Phone number	Email address

Type of organisation *delete where applicable*

Individual / voluntary group / business / other	Registered charity / company / other If you are a Charity or Company, what is your registration number?
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If your grant request is for more than £2,500, we may invite you to a meeting with two of our Trustees to explain more about your application. If you cannot attend before our next meeting, we may defer you application for 3 months.

About your organisation

What does your organisation do?

What sources of funds do you have in a normal year? Please tick all that apply

Member Fees

Charges for services or products

Donations

Loans

Fundraising events, lotteries etc

Official grants and funding
Other grants
Other (please specify below)

Why do you need a grant now? Please tick all that apply:

We rely on grants as a normal funding source to support our activities
Project is outwith normal spending
Normal sources of funds not sufficient for ordinary spending this year
We do not have surplus funds
We are holding back surplus funds for emergencies/other projects
Other (please specify):

In the case of an individual, please confirm by signing here that you are not making this application on behalf of an organisation nor in cooperation with an organisation.

Signature:

In the case of an organisation, please attach***

- 1 A copy of your constitution or articles of association signed by 2 current members of your committee or board**
- 2 A copy of your latest annual accounts**
- 3 Copies of your bank statements or similar record from the date of your latest accounts down to now**
- 4 A copy of your board or committee minutes authorising this application signed by 2 current members who attended the meeting**

*****scanned copies and signatures are acceptable.**

Your application may not be considered if any of these items are missing. If you are not able to attach all these items now please say why and tell us when we can expect to receive them below:

Your project

What will you do with the grant?

(If you have developed a business plan for your project, you may attach it as an answer to this question and the financial questions below)

Which groups of people within the Morvern Community will benefit from this?

How will they benefit?

Which of the Trust's aims will this grant support? Please tick all which apply below:**

- Community Development**
- Education (including adults)**
- Promotion of health and well being**
- Promotion of civic responsibility and volunteering**
- Arts, heritage, culture or science**
- Promotion of participation in sport**
- Provision of public recreation facilities**
- Environmental protection**
- Relief of need**

****See Guidance for Applicants for a full description.**

How much will your project cost?

In the table below please list each item of expenditure that you plan. Then, indicate how much grant you are seeking from the trust and where the balance is coming from (eg “own resources”, “donations from members” etc.)

Project Costs		
Planned Expenditure	Expenditure Items	Estimated Cost
		£
Capital Expenditure		
(eg: building, equipment)		
	Total Capital Expenditure	
Revenue Expenditure		
(eg admin,travel)		
	Total Revenue Expenditure	
	Total Project Costs	£

Please attach at least two indications of cost for each item of expenditure. This could, for example, be a supplier quote or just a screenshot from a sales website. Your application may not be considered if any of these quotes are missing. If you are not able to attach all of them now please say why and tell us when we can expect to receive them below:

In the table below, please tell us where you expect the money to finance your project will come from.

Project Funding****		
Planned Source		£
Status		
	Morvern Community Trust	
	Total Funding	

**** example

this application	Morvern Community Trust	5,000
own funds	in bank	2,000
grants already awarded	XYZ Charity	1,000
grants already/to be sought	PQR Trust	1,500
loans granted	ABC Bank	5,000

Risks

What are the risks to your project and how will you manage them?

Ongoing Revenue

If your project is intended to deliver revenue in future, please show an estimate of the revenue for the 12 months after the project is completed and what additional costs will arise.

All grant payments are made by BACS. If you are awarded a grant, you will be asked for your bank details.

Personal data contained herein will only be used by the Trustees to process this application. We do not share this information with anyone. The Trust's Data Protection Policy can be viewed in full at:-

<http://www.morvern.org/community/morvern-community-trust/>

Signed on behalf of the Applicant

Date

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