

**MUIR DEAN COMMUNITY TRUST FUND
APPLICATION FORM**

ORGANISATION:

CONTACT NAME:

ADDRESS:

.....

..... **POST CODE:**

TELEPHONE NUMBER:

E-MAIL ADDRESS:

WHY DOES ORGANISATION EXIST:

.....

.....

.....

DO YOU HAVE A CONSTITUTION **YES/NO**

GRANT REQUIRED **£.....**

PURPOSE OF GRANT:

.....

.....

.....

.....

If not enough space please use separate sheet

**HAVE YOU RAISED YOUR OWN FUNDING/MATCH
FUNDING FROM ANOTHER SOURCE, TO CONTRIBUTE
TOWARDS THIS PROJECT**

YES/NO

ORGANISATION/S (Please state if award made or pending)

AMOUNT

DATE GRANT REQUESTED FOR

...../...../.....

BUDGET FOR PROJECT

See Note 3 (If needed please use separate sheet)

Expenditure

Item

Cost

.....

.....

.....

.....

Income

Source

Amount

.....

.....

.....

.....

On behalf of the above organisation, I hereby wish to apply for a grant from the Muir Dean Trust Fund.

I confirm that I am authorised on behalf of the organisation to bind it legally to the undernoted conditions of grant, should any grant be awarded. On its behalf, I agree to the following conditions:-

- 1) The organisation must have a bank account in the name of that organisation. There must be at least 2 authorised signatories to this account who are members

of the Committee or other governing body of the organisation. The two signatories must not be related and all cheques must be signed by both.

- 2) The organisation must be prepared to submit, if required, a written constitution and must notify the Trustees of any changes in the constitution or officers. Applicants should state if they have a Fife Council Member or Official on any committee of their organisation
- 3) The organisation must make provision for the proper maintenance of financial records and accounts, which must be certified annually by an independent accountant or an independent person. Accounts must show the Trust's contribution to the organisation. A copy of the organisation's latest audited accounts must be submitted with this application.
- 4) The organisation must be open to inspection by official representatives on request. The organisation will provide such financial or other information as the Trustees may request including where appropriate, two written quotations for the supply of goods or services that are the subject of this application. All requests for information, accounts, inspection and others should be dealt promptly by the organisation and in any event no later than 28 days of the date of request.
- 5) The grant must be used only for the purpose for which it was approved by the Trustees, in respect of equipment purchased with grant assistance; organisations will be required to provide information on storage facilities and insurance arrangements.
- 6) The grant must not be used to publish such information which, in whole or in part, appears to be designed to affect support for a political party nor material which appears to discriminate by reason of birth, race, sex, religion, disability or any other condition or circumstance personal or social. In particular, the organisation should ensure that they are open to all who could benefit or wish to take part and have an equality of approach throughout project delivery.
- 7) All children's and youth organisations should ensure that in carrying out their activities that they meet the requirements of the health and Safety at Work Act 1974 and the Children's Act Scotland. In particular, a child protection policy and procedures are in place, with all staff and volunteers having criminal records checks carried out by Disclosure Scotland.
- 8) Payment of any grant from the Muirdean Trust Fund will be made only on the production of satisfactory evidence that (a) the expenditure has been incurring or committed, as approved, e.g. copy invoice, receipt or order (b) a complete funding package has been secured in relation to the project as a whole. The Trustees reserve the right to pay suppliers direct in appropriate circumstances.
- 9) In certain circumstances, particularly for grants over £1000, the Trustees may impose additional conditions on a grant award, for example that a project is properly managed by a qualified technical consultant etc.
- 10) A percentage of successful applicants will be required to complete monitoring forms to assess the benefits of the activity for which the grant was awarded.



- 11) The Trustees shall consider in awarding grants whether the long term maintenance/revenue consequences of the project have been addressed
- 12) The Trustees shall be empowered to waive or vary all or any of these conditions in appropriate circumstances.
- 13) In the event of any breach of these conditions and /or the organisation ceasing to exist, the Trustees shall be entitled to immediate repayment of any grant monies and /or to take over ownership of ant equipment bought with the grant immediately on serving notice to that effect.

Signed:

Date:

Position held in organisation:

Have you ...?

tick

Completed all questions

Included your last set of annual accounts

Included a copy of your constitution

Include two quotes(if appropriate)

Bank details

Included any supporting information

PLEASE NOTE

WE MAY ASK SOMEONE FROM YOUR ORGANISATION TO ATTEND A MEETING REGARDING YOUR APPLICATION

PLEASE RETURN TO

**MUIRDEAN TRUST FUND c/o 72 DUNFERMLINE ROAD CROSSGATES
COWDENBEATH FIFE KY4 8AS**

FAO R ARNOTT

On the receipt of the views of any relevant consultees, the application will be submitted for consideration to the next meeting of the Muir Dean Trust Fund for a decision on the application

**MUIR DEAN COMMUNITY TRUST FUND
BANK DETAILS FOR GRANTS**

NAME OF ORGANISATION:

CONTACT NAME:

ADDRESS:

.....

..... **POST CODE:**

BANK SORT CODE:

BANK ACCOUNT NUMBER:

BANK:

BANK ADDRESS:

.....

.....

Please return form with application to

72 Dunfermline Road

Crossgates

Cowdenbeath

KY4 8AS

F.A.O. R Arnott



MUIR DEAN TRUST FUND APPLICATION FORM NOTES

Note 1 in considering grants from the Muir Dean Trust Fund the Trustees must have regard to the Trust Purposes. These are set out in below.

TRUST PURPOSES

Help to advance citizenship and community developments

Provide recreational facilities or activities

Assist in the advancement of environmental protection

Improve or create pedestrian, cycle and bridleways in the area

Enhance or create cultural or natural heritage features

Involves environmental improvement and enhancement of the mine and urban areas within the area

Support other relevant projects deemed appropriate by the Trustees

The Trustees are prepared to consider applications for no more than £1000 which generally improve the environment, provide recreational facilities, and /or provide other form of community benefit in the area of the Trust Fund. If the grant applied for is greater than £1000 applicants should detail which of the above Trust Purposes will be fulfilled by the proposed project.

Note 2 To assist consideration of individual applications, applicants are asked to ensure that all sections of the application form attached are completed. This information is essential to ensure proper consider of each application and failure to provide this information may result in a delay of your application

Note 3 This section should indicate broadly the budget by way of detailing groups of expenditure and sources of income. An example is given below

Budget for Project

Expenditure

Item	Cost
<i>Cost of landscape materials</i>	<i>£300</i>
<i>Fees for landscape architect</i>	<i>£50</i>
<i>Hard landscaping costs</i>	<i>£60</i>
<i>Total</i>	<i>£410</i>

Income

Source	Amount
Grants applied for	£210
<i>Organisation's own resources</i>	<i>£200</i>
<i>Total</i>	<i>£410</i>

Note 4 this section deals with external agencies to which applications have been made stating whether or not the award has been made or is still to be considered.



Who can Apply

Only bodies which are properly constituted and are democratically accountable will be eligible to apply to the Trust for support or assistance.

Applications will only be considered for projects which lie within the vicinity of the site shown in the plan included in our constitution.

Applications that are considered to be solely for the applicant's personal gain for example, upkeep/upgrading of private roads will not be allowed.

Although external match funding is not essential, this would increase the prospect of a grant being awarded.

Funding will not be approved for applications that are likely to adversely affect or work against the interest of ATH Resources or any of its associated companies

Retrospective awards will not be considered.

