



APPLICATION FORM

Stronsay Community Fund

In Confidence

Please use the **Grants Application Guidance** to help you fill out this form. Try to answer each question. If necessary please continue answers on a separate sheet and attach.

When you have completed the form, please return it by hand to the Trust office or by post to the address on the final page.

<p>FOR SDT USE ONLY</p> <p>Ref Number:</p> <p>Assessment report completed: __ / __ / __</p> <p>By:</p> <p>Board Minute record date: __ / __ / __</p>

Name of Applicant (Group/Business/Individual):

.....

Contact person:

.....

Address:

.....
.....
.....

Telephone:

.....

Email:

.....

3. PROJECT FINANCES

3.1 How much will it cost?

Item	Details	Cost £
TOTAL		

3.2 Please explain which alternative sources of funding you have investigated and the outcome. (Include the amount requested from the Stronsay Community Fund)

Funder	Status	Amount £
The Stronsay Community Fund	Applied	
TOTAL		

4. RESPONSIBILITIES

- **Publicity** – Any press releases, notices, signs, documentation or other publicity associated with the project must state clearly that it has been supported by the Stronsay Development trust. Where appropriate, the Trust can supply advice on this.
- **Decision and appeals** – The Trust will consider your application and will make a decision at a meeting of the Trust Board of Directors in due course. Should the Trust decide not to support your project in the way you have requested, you have the right to seek clarification, and Trust staff will be happy to provide this. The Board's decision is final, and there is no right of appeal. However, you are entitled to amend the application if the Trust advises you to do so, and resubmit it. If the resubmission is not appropriately amended, the Trust reserves the right not to consider it again.

5. TICKLIST FOR FINAL SUBMISSION

Please include the following information (if available). Copies of original documents are acceptable.

- Constitution of the group.
- Letters of support and funding offer letters.
- Recent bank account statement – within the last 3 months.
- Business Plan, if relevant.

6. DECLARATION

I declare that I have read and understood the **Grants Application Guidance** and that the information supplied in this application and accompanying documents is true and complete as of the date below. I understand that if the Trust finds that any information which may be material to this application is withheld or is misleading (whether deliberate or accidental) this could render my grant invalid and any funds received will be liable for repayment.

Signed: Name:

Position: Organisation:

Date: ___/ ___/ ___

Please submit your final application to:

Stronsay Development Trust

Clifton

Stronsay

KW17 2AR



A Company Limited by Guarantee, Registered in Scotland
Company Number SC271553
A Scottish Charity, Charity Number SC038888
Registered Office: Clifton, Whitehall, Stronsay, Orkney KW17 2AR