



Grant Application Form

Mainshill Trust

Grant Application Form

Please complete ALL sections and return to the address on page 8 with all required supporting information. Please refer to the NOTES on page 10 before completing the form.

SECTION 1 - GENERAL INFORMATION

1. Amount Applied For

£

2. Name of Applicant Organisation

3. Contact Name

4. Contact Details

Address

Daytime Contact Telephone Number & Email Address

5. Description of Project indicating under which of the Trust Purposes the application is relevant (Use continuation sheet overleaf if necessary). *See Note 2 and Appendix 1)*

5. Description of Project (continued)

6. Please list supporting information included with this application: Written Constitution, Annual Accounts, quotations, drawings, reports, etc (See Note 3)

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SECTION 2 - FINANCIAL INFORMATION

1. Project Budget (See Note 4)

Expenditure

<i>Item</i>	<i>Cost (£)</i>

Income

<i>Source</i>	<i>Amount (£)</i>

2. Other Applications made for Assistance with the Project, for example National Lottery, Hagshaw Hill Windfarm Trust etc. (see Note 5)

Organisation (Please give status of other applications e.g. pending, awarded)	Amount (£)

SECTION 3 - DECLARATION

On behalf of

(please insert organisation name) 'the Organisation', I hereby apply for a grant from the Mainshill Trust. 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 should not be related and all cheques must be signed by both.
2. The Organisation **must submit a Written Constitution with its application** and must notify the Trustees of any changes in the constitution or officers.
3. The Organisation must make provision for the proper maintenance of financial records and accounts, which must be certified annually by an independent auditor, independent accountant or an independent responsible person. Accounts must clearly show the Trust's contribution to the Organisation. **A copy of the Organisation's latest audited/inspected/examined Annual Accounts must be submitted with this application.**
4. The Organisation must be open to inspection by representatives of the Mainshill Trust on request. The Organisation will provide such financial or other information as the Trustees may require including the submission of at least two written quotations for the supply of goods or services that are the subject of this application.
5. The grant must only be used for the purpose for which it was approved by the Trustees. In respect of equipment purchased with grant assistance, the Organisation 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 public 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 requirement of the legislation, regulation and rules governing health and safety and child protection. In particular, a child protection policy and procedure should be in place, with all staff and volunteers having had criminal records checks carried out through Disclosure Scotland.

8. Payment of any grant awarded from the Mainshill Trust will be made only on the production of satisfactory evidence that (a) the expenditure has been incurred or committed, as approved, e.g. copy invoice, receipt or order, and (b) a complete funding package has been secured in relation to the project as a whole. The Trustees reserve the right to pay suppliers directly in appropriate circumstances.
9. In certain circumstances, particularly for grants over £1,000, the Trustees may impose additional conditions on a grant award, for example to ensure that a project is properly managed by a qualified person. Such conditions shall be determined at the Trustees sole discretion.
10. All successful applicants in receipt of a grant award from the Mainshill Trust will be required to demonstrate to the Trustees that the award has been used for the purpose intended.
11. In considering grant applications the Trustees shall consider whether the ongoing maintenance/revenue consequences of the project have been addressed.
12. The Trustees shall be empowered to waive or vary any or all 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, at its discretion to immediate, repayment of any grant monies and/or to take over ownership of any equipment bought with the grant immediately on serving notice to that effect.

Signed Name.....

Date

Position held in Organisation

Please return this form to:

Mr R Mitchell, Mainshill Trust, Estate Office, Newmains Farm, Douglas, ML11 ORH

Once all information has been received the application will be submitted for consideration at the next meeting of the Mainshill Trust for a decision. The applicant will receive notification of the decision of the Trustees shortly after the meeting.

SECTION 4 - DATA PROTECTION

Part of the information that you give to the Mainshill Trust will be held electronically. It will be used for administering and analysing applications and grant awards. It will be circulated and discussed in confidence with any person or organisation helping the Mainshill Trust to assess and monitor this application.

We may also publish certain details concerning a grant award from the Mainshill Trust to your Organisation in the Trust's Annual Report and in local publicity material.

Your signature on this form confirms that the Mainshill Trust may process the information you have supplied to us under the terms of the Data Protection Act 1998.

To comply with data protection legislation, the lead proposer should sign the waiver below.

I certify that the Organisation has no objection to the information being incorporated in a computer database for management purposes.

Signed on behalf of the applicant Organisation:

Name	
Position	
Signature	
Date	

NOTES

1. The Trustees are under no obligation to approve any application, either in part or whole and the decision of the Trustees on any application is final.
2. In considering grants from the Mainshill Trust the Trustees will have regard to the Trust Purposes which are set out in Appendix 1 attached.
3. To assist consideration of individual applications, applicants are asked to ensure that all sections of the application form are completed. This information is essential to ensure proper consideration of each application and failure to provide this information may result in a delay in consideration of your application. Your application must be accompanied by:
 - Written Constitution
 - Annual Accounts
 - All other supporting information necessary to allow proper consideration of the application e.g. quotations, reports, drawings
4. Section 2(1) of the form should indicate broadly the budget by way of detailing groups of expenditure and sources of income. **An example** is given below:-

1. Project Budget	
Expenditure	
<i>Item</i>	<i>Cost (£)</i>
Cost of landscaping materials	£300
Fees for landscape architect	£50
Hard landscaping costs	£30
TOTAL	£380
Income	
<i>Source</i>	<i>Amount (£)</i>
Grants Applied for (see 2(b) below)	£200
Organisation's own resources	£180
TOTAL	£380

5. Section 2(2) should detail all external agencies to which applications have been made stating whether or not the award has been made or is still to be considered. **An example** is given below:-

2. Other Applications for Assistance with Project	
Organisation (Please state if award made or grant pending)	Amount (£)
National Lottery (Approved)	£50
Hagshaw Hill Windfarm Trust (Pending)	£200
Mainshill Trust (Pending)	£100

APPENDIX 1 - TRUST PURPOSES

The Trust shall operate for the advancement of the following purposes for the public benefit within the community of Douglas, all as more particularly shown in the area delineated in red on the plan attached (the “**Area of Benefit**”)

- the advancement of citizenship or community development; (including rural or urban regeneration and the promotion of civic responsibility, volunteering, the voluntary sector or the effectiveness or efficiency of charities)
- the provision or improvement of recreational or community facilities, or the organisation of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended; and only in relation to recreational facilities or activities which are available to members of the public at large
- the advancement of public participation in sport, (the term “sport” means sport which involves physical skill and exertion)
- the advancement of environmental protection or improvement
- the advancement of the arts, heritage, culture or science
- advancement of education and other social purposes beneficial to a community
- the promotion or creation of environmental schemes and improvements considered appropriate by the Trustees which promote the enhancement of the character and quality of the Area of Benefit; and
- the advancement of any of the above purposes by the giving of grants or the provision of funding to persons, undertaking projects, initiatives and/or activities which are wholly charitable within the meaning of Section 505 of the Income and Corporation Taxes Act 1988 as amended and Section 7 of the Charities and Trustee Investment (Scotland) Act 2005 or any statutory amendment or re-enactment thereof.

