

**Inverclyde’s Warm Hand of Friendship**

**Small Grant Application Form**

Use this form to apply for funding from the Inverclyde’s Warm Hand of Friendship Small Grant Fund funded by Inverclyde Council.

All grants will need to respond to the following priority:

***Supporting the Inverclyde Community with the cost of living over winter 2023/24, in particular in relation to keeping warm and extending the “Warm Hand of Friendship”, through additional activities.***

Further information can be found on the guidance document. Please read the full guidance document before filling in the application form.

Complete the whole application and answer all the questions. Incomplete applications will not be considered. All applicants, whether successful or not, will be notified of the outcome of their application.

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| 1. **Contact Details** | |
| 1. **Name** |  |
| 1. **Position** |  |
| 1. **Address** |  |
| 1. **Email** |  |
| 1. **Phone number** |  |
| 1. **Website or social media address if you have one** |  |
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| 1. **Organisation Details** | |
| 1. **Name of organisation** |  |
| 1. **Type of organisation** | Registered charity  Company limited by guarantee  Unincorporated club or association  Scottish charitable incorporated organisation (SCIO)  Community interest company  Other (please explain) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Are you a constituted group with a bank account in the group’s name? YES/NO**  **Can you demonstrate that your account has at least two signatures on each cheque or withdrawal? YES/NO** | |
| 1. **Please provide your bank account details:** |  |
| **Account name** |  |
| **Bank name** |  |
| **Bank address** |  |
| **Sort code** |  |
| **Account number** |  |
| 1. **Brief description of your organisation’s main activities and services (no more than 50 words)** |  |

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| 1. **Grant Activities** | |
| 1. **Provide an estimate of the number of people who will be supported through the grant** |  |
| 1. **Project delivery timescale (funding must be spent by March 2024). Please put a start and end date** |  |

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| 1. **Please provide a description of the activities you are seeking funding for (Maximum 300 words)** |
| To help us to review your application consider the following points:   * What you will spend the grant on and in what location(s) in Inverclyde. * Describe your beneficiaries (people you support) and estimate the number of people who will be supported. * Demonstrate that the activities are additional and meet the priorities of the Fund. * Outcomes you hope to achieve. |
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| 1. **Any additional information you would like to provide as part of your application (Maximum 100 words)** |
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| 1. **Budget**   **Please complete the budget below, estimating the amount of money that you intend to spend on each item (please add further rows if necessary). Please note that the maximum grant is £3000.** (Provide short description of cost eg staff costs, venue costs, travel and subsistence, small equipment, etc) | |
| **Item** | **Amount** |
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| **Total Grant Requested** | **£** |

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| 1. **Signature**   **I confirm that the information given on this form is accurate to the best of my knowledge. Furthermore, I hereby confirm that the grant will not be used for any other purpose than stated above.**  **In accepting any grant awarded, you agree to include the ‘Inverclyde Warm Hand of Friendship’ brand on all publicity material and to upload information on the event to the Inverclyde Life website.**  **I acknowledge that on completion of spend, a grant report will be required for evaluation purposes.** | |
| Signed |  |
| Date |  |

The information you provide will be held electronically. It will only be used to enable a decision to be made about whether a grant to your group should be approved. We might give copies of all or some of this information to individuals and organisations we consult when assessing applications, administering the programme, monitoring grants and evaluating funding processes and impacts. We might use data you provide for research purposes. We recognise the need to maintain the confidentiality of vulnerable groups and your details will not be made public in any way, except as required by law. Individual recipients of the grants/programmes will not be identified but the organisations in receipt of funding may be.

**Please return your completed form to:**

[Jackie.fallon@inverclyde.gov.uk](mailto:Jackie.fallon@inverclyde.gov.uk)

Applications submitted by Friday 8 December 2023 will be assessed prior to the Christmas period. From January 2024, applications will be reviewed on a weekly rolling basis until all the funding is awarded. Please submit at your earliest convenience as the grants will be allocated on a first come, first served basis.

Any queries should be directed to [Jackie.fallon@inverclyde.gov.uk](mailto:Jackie.fallon@inverclyde.gov.uk),telephone 01475 715450.