 

This form should only be used if you are applying for the fund of up to £10,000. If you are applying for £5000 or less, then you should complete either the £5k or the £1k short application form. All applications are available on our website [www.galsontrust.com](http://www.galsontrust.com) or you can contact the office on 01851 850393 to have one sent to you.

**Part 1 – Your organisation**

1. **What is your organisation’s name and contact details?**

Please ensure this is the full legal name as it appears on your governing document

Name:

Address:

Postcode:

Tel: Email: Website:

1. **What type of organisation are you?** (Community organisation, youth club, social enterprise etc.)
2. **Do you have a constitution or set of rules setting out your aims and objectives?**

Yes □ No □

*DAY/MONTH/*YEAR / /

1. **When did your organisation start?**
2. **How many people are on your organisation’s management committee or board?**
3. **Are there any restrictions on who can join your organisation?**

 Yes □ No □

 **If yes, what are they and why do you have them?**

**7. Does your organisation have a bank or building society account with at least two signatories?** Yes □ No □

**8. What was your organisation’s net income in the last financial year? (Please note you must include your most recent accounts with this application.** (If it’s a new organisation write 0)

**9. What does your organisation do, what are the main activities?**

**Part 2 – Your Project Name – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**10. Tell us about your project or what you intend to use the grant for?**

Please link this to the five key criteria and the outcomes. See the application guidance section “How is your application assessed?”

**Outline of project (What is the project and provide the detail and background of the project)**

**Please tell us about any market research/consultation you have carried out to determine the need for your project idea?**

**List the outcome you expect to see from carrying out this project** *(at least three outcomes))*

**If applicable tell us if your project will attract new users/customers and how it will attract them?**

**If your project is part of a wider improvement/ongoing development project tell us about this?**

**Can you demonstrate how your groups has the experience and/or capacity to take forward this project to completion?**

**Who within your organisation will oversee the project and take it forward to completion?**

Insert start date:

Insert end date:

*Please note your project must commence within 3 months of the start date and should be completed within 12 months.*

**11. When will your project take place?**

**12. Where are the people who will benefit from your project based?**

*Please note the people must be based in the Galson Estate area. Please specify if it is particular townships or the whole estate.*

**13. Where will your project take place?**

*Please enter the actual address or details the various locations it will cover.*

**14. Please tick the priorities you believe your project will deliver against. (Please note your project must deliver against a minimum of two priorities)**

|  |  |  |
| --- | --- | --- |
| **Priorities** | **Yes** | **No** |
| Priority A: Developing Skills |  |  |
| Priority B: Improving Health  |  |  |
| Priority C: Relieving Poverty  |  |  |
| Priority D: Protecting and Conserving the environment  |  |  |
| Priority E: Engaging citizens to become more active in the Community  |  |  |
| Priority F: Promoting and protecting the rich heritage and culture of the area  |  |  |
| Priority G: Developing, revitalising and growing industry sectors such as tourism, Crofting, renewables, food and drink etc.  |  |  |

**15. Please tell us more about how you believe your project will deliver against each priority you have ticked “yes” against.**

**16. How much will your project cost?** *(You should include all costs, even if you are not requested funding from UOG to fund it. Please make sure costs are accurate and based on quotations where possible. DO NOT include any VAT you can claim back from HMRC.)*

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| --- | --- | --- |
| **Item or activity** | **Total Cost (£)** | **Amount requested from UOG (£)** |
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| **TOTAL** | **£** | **£** |

**17. If you are not requesting 100% funding from UOG, where is the remainder of your funding coming from?**

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| --- | --- | --- | --- |
| **Other Funder** | **Total Requested** | **Confirmed (Y/N)** | **Decision Date** |
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**Part 3 – Tell us about the difference your project will make**

**18. What is the need you have identified; how did you identify it and how will your project meet it?**

**17. Is there already anything taking place that is like your project or activity and if there is then how is your project different?**

**19. Is there anything else you would like to tell us about your project that may support your application? Please continue on an additional sheet, if necessary.**

**Please ensure you have completed the form in full before submitting it to us.**

|  |  |
| --- | --- |
| **Chairperson/Director** | **Main Contact** |
| **Name:** | **Name:** |
| **Position:** | **Position:** |
| **Date:** | **Date:** |
| **Signature** | **Signature:** |

Please confirm that you have completed everything we have asked. Use the checklist below.

*□ I have answered all the questions in this application*

*□ I have enclosed a copy of the organisation’s most recent accounts/income & expenditure*

*□ I am the main contact for the organisation and am authorised to apply on behalf of the organisation*

*□ I confirm that the organisation is eligible to apply, as set out in the fund guidance*

*□ I have signed and dated the application form*

*□ I have included a project plan, if one is available*

*□ I am able to confirm that the organisation can comply with the terms and conditions of the funding, as laid out in the terms and conditions document*

**We are committed to improving our customer service and want to ensure we offer an efficient service. Would you be willing to take part in feedback and research that helps us to improve how we operate?** Yes □ No □

**Please send your completed application to:** **info@uogltd.com**

**Or you can post your application to:**

**Urras Oighreachd Ghabhsainn, UOG Business Centre, Tom na Ba,**

**South Galson, Isle of Lewis, HS2 0SH**