



Short Application Form
(for grants less than £1,000)

Closing date: 5pm on Friday 28th April 2023

To be completed in conjunction with the Guidance Notes

Name of Applicant Group	
Name of the Project	
Application Number (Office Use)	



REAP is a Scottish Charity (SC037988)

PART 1: About Your Organisation

1. What is your organisation's name and address?

NOTES	ANSWER BELOW
This should be the name on your founding documents	
The place where you meet, your office or place of activity	
Your web site address	

2. What type of organisation are you?

TICK BOXES WHICH APPLY			
Registered Scottish Charity Enter Number here		Constituted Community Group	
Awaiting registration as Scottish Charity		Not a registered charity but having charitable aims	
Company Limited by Guarantee Enter Number here		Social Enterprise	
Community Interest Company Enter Number here		Co-operative	

3. How many people are involved in running your group?

Committee Members		Directors	
Volunteers		Part time paid staff	
Full time paid staff		Members	

4. Who is the main contact for this application?

ANSWER BELOW	
Full Name	
Address for Correspondence	
Position or role within the organisation	
Contact telephone number(s)	
e-mail address	

PART 2: Your Organisation's Finances

5. Details of your organisation's bank or building society account

ANSWER BELOW	
Name of the Account	
Account Number	
Sort Code	
Bank/Building Society	
Address of Bank/Building Society	
How many signatures required on cheques?	
Date of your end of financial year	

6. Is your organisation registered for VAT?

Yes		No	
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7. Has your organisation applied for a Hill of Towie Wind Farm grant before?

No		Yes		If Yes, enter date	
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PART 3: About Your Project

8. What is the name of your project?

ANSWER BELOW	NOTES
	This should be a short name which describes your project and could be used for publicity

9. What assets or activities do you want us to fund?

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10. What is the need you have identified and how will your project meet it?

11. Does your project work with other groups in the community or which parts of the community does it benefit?

12. How many people benefit from your project? (Please enter a figure)

13. Which of our aims will your project meet?

☐

To improve the social and community life within the area of benefit

☐

To improve the environment of the area of benefit

14. When will your project take place?

Start Date		Finish Date	
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15. How will you measure the results of your project?

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16. How will the project be kept going once any grant assistance runs out?

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PART 4: Financing Your Project

17. How much will your project cost?

	ANSWER BELOW	NOTES
Total Cost of Project	£	This should be the total of purchases, cost of services, professional advice, volunteer hours, VAT
Your contribution	£	This could be in cash or in kind (for example, the value of volunteer hours)
Amount required from Community Grant Fund	£	This is the amount of grant you are applying for

18. Are you applying for funding from elsewhere?

Yes		No	
If Yes, please give details			

PART 5: Authority to apply for a Grant

Approval and agreement is required from your office bearers

Signature of the main contact (see Question 4) in ink

I confirm that, to the best of my knowledge and belief, all replies given on this application form are true and accurate. I understand that supporting information may be requested at any stage of the application process.

Signed
Date

A second contact - Chairperson, Vice Chair or Treasurer must also sign below (in ink)

Signed	Name
Position held	Date
Address	
Postcode	
Telephone	e mail

Please give the name and address of two independent referees who know the group and its work.

Name	Name
Address	Address
Post Code	Post Code
Tel:	Tel:

Complete applications and supporting evidence MUST be received by the DEADLINE. We regret that any form which is unclear will be returned and incomplete applications will not be passed to the panel after the closing date.

Please use the check list on page 11 and sign off to confirm you have included everything.

By completing this form you give consent for REAP to contact you in regards to your application and, if successful, any reporting requirements and to contact you regarding publicity of the fund. Your application form will be shared with Decision Making Panel members and the funder RES UK, who are asked to store your documents securely and to destroy them safely. Copies of your application will be stored securely at the REAP office in hard copy and on computers and kept for as long as necessary. Your details will not be shared with any other third parties without your prior consent. For more information see REAP's privacy policy <http://www.reapscotland.org.uk/data-protection-and-privacy-policy-statement>

PART 6: Terms & Conditions

The applicants understand and agree that:

1. Any grant awarded must be used exclusively for the purposes set out in the application, and that if Hill of Towie Community Wind Farm Fund Grant Scheme wishes to alter any aspect of this application, this will be explained in the Approval Letter.
2. No change will be made to the use of the grant without prior written permission from Hill of Towie Wind Farm Community Fund Grant Scheme.
3. It is not permitted to sell or dispose of any equipment or any other assets purchased with the grant, without prior written agreement from Hill of Towie Wind Farm Community Fund Grant Scheme.
4. Any grant from Hill of Towie Wind Farm Community Fund Grant Scheme cannot be used to pay for expenditure incurred or committed to prior to the date of the Approval Letter.
5. The award of a grant for a pilot project does not represent any commitment to fund any subsequent work.
6. No changes can be made to the applicant group's constitution during the period covered by the grant as regards its purposes, payment to members of the governing body, distribution of assets or admission of members without the prior written agreement of Hill of Towie Wind Farm Community Fund Grant Scheme.
7. The applicant group will inform Hill of Towie Wind Farm Community Fund Grant Scheme of any changes to their bank or building society account.
8. The applicant group will acknowledge the Hill of Towie Community Wind Farm Fund Grant Scheme in their Annual Report, the accounts and at the applicant group's AGM. Copies of these should be available to Hill of Towie Community Wind Farm Fund Grant Scheme on request.
9. The applicant group agrees to the Hill of Towie Wind Farm Community Fund Grant Scheme publicising assistance given by the scheme and to include it in a public record of cases.
10. Assisted projects may be subject to regular monitoring in terms of achievement of activity output measures as agreed with the Hill of Towie Wind Farm Community Fund Grant Scheme. Successful applicants will be expected to implement evaluation procedures as appropriate.
11. The grant will not be increased in the event of any overspend.
12. The applicant group will keep all financial records and accounts, including receipts for items purchased with the grant, for at least two years from payment of the grant. The group will make these available to Hill of Towie Community Wind Farm Fund Grant Scheme on request. This does not release the applicant group from statutory obligations to keep financial records for longer periods.

13. Hill of Towie Community Wind Farm Fund Grant Scheme reserves the right to withhold or request repayment of a grant or any part of it in the following circumstances:
- a) If there is any breach of this contract
 - b) If the application form and supporting documentation was completed dishonestly or with incorrect or misleading information
 - c) If the applicant group does not take steps to ensure equal opportunities in their employment practices, membership and the delivery of the services
 - d) If any member of the governing body, staff or volunteers have acted dishonestly or negligently in respect of their work for Hill of Towie Wind Farm Community Fund Grant Scheme at any time during the project.
 - e) If the applicant group fails to complete the project within the time specified on the Approval Letter.
 - f) If the applicant group ceases to operate, is dissolved or insolvent or is put into administration, receivership or liquidation (sequestration), or an arrangement is made with creditors.
14. If the applicant group is dissolved, the governing body will agree a solution relating to the disposal of equipment or assets with Hill of Towie Wind Farm Community Fund Grant Scheme.
15. These terms and conditions will remain in force so long as any of the grant funds remain unspent and until the relevant reporting and evaluation procedures set out in the Approval Letter have been met. In the case of capital expenditure, these terms and conditions will remain in force until the end of the normal working life of the asset(s).
16. Applicant groups must complete their project event or purchases within 12 months of the award date and submit an "End of Award" report within six months of the completion of the event or purchase of the funded equipment/services.
17. The community fund is not to be construed in any way as being compensation for the operation and/or existence of the wind farm.

To be signed (in black ink) by either the main contact (Question 4), Chairperson, Vice-Chairperson or Treasurer.

Name	
Signed	
Position in Group	
Date	

Please check and sign off below to ensure you have included all of the below documents with your application.

Check list	
All boxes of the form have been completed	
Application form has been signed on pages 9 & 11	
Signed copy of the terms and conditions - please read this contract carefully	
Copy of your constitution or Memorandum & Articles of Association	
Copy of your latest audited accounts or a recent bank statement	
Two competitive written quotes (see guidance notes)	
Confirmation of any statutory permissions required (e.g. planning permission) if applicable	
Signed:	

The completed application form should be returned to:

REAP, 177 Mid Street, Keith, Moray, AB55 5BL

Contact

REAP
 177 Mid Street
 Keith
 Moray
 AB55 5BL
 Tel: 01542 888070
 e-mail: info@reapscotland.org.uk
 web site: www.reapscotland.org.uk