**General Grant Application Scheme**

**Purpose**

The scheme exists to provide financial support to projects that will extend, develop and improve the quality of Scouting provided to young people in the North East Scotland Region.

**Scope**

This application form should be used for all fund applications other than those for setting up new groups and sections or for specialist training which should be done on the appropriate forms available from http://www.scouts-northeastscotland.org.uk. Applications submitted on the incorrect form may be disqualified.

Note that no part of the regional fund provides support for modular training courses, building works or attendance at international camps.

**Application Amounts**

The maximum grant amount that can be applied for is one third of the total cost, up to a maximum of £300 per financial year.

**Administration of Funds**

Grants will be managed on a first come, first considered basis by the Regional Executive Committee. The total amount available through this scheme will be monitored on a regular basis by the Regional Executive Committee who have the right to adjust accordingly based on circumstances.

**Supporting Documents**

All applications must be submitted with a copy of the most recent certified accounts along with quotes of the full application costs.

All successful applicants will be required to submit a full set of receipts or invoices to verify expenditure relevant to the grant.

**Frequency of application**

Applications may be submitted on this general application form to cover costs up to the maximum limit of £300 per financial year. Note that this does NOT affect applications under other regional schemes such as that for specialist training or new groups and sections.

**Timing**

Applications under this section of the grants programme must be received at least two weeks prior to the event taking place. Applications received after this point cannot be accepted.

Whilst applications will be approved on an ongoing basis they will only be formally approved at Regional Council quarterly meetings, the details of which can be found on the Regional website. Applicants should attempt to apply at least four weeks prior to any meeting to ensure a verdict to be carried at that particular meeting.

**Further Information**

All applications should be sent directly to the regional secretary, consult the regional team section of the website.

Please consult the Regional website to ensure that this is the most up to date version of this form.

**Applicant Details**

|  |  |
| --- | --- |
| **Group/District**  **(As per bank account)** |  |
| **Charity Number** | SC……………… |
| **Applicant Name** |  |
| **Appointment** |  |
| **Address** |  |
| **Phone** |  |
| **Email address** |  |

**Application Details**

|  |  |
| --- | --- |
| **Reason for Grant Application** |  |
| **Detailed Description of Project**  (Please provide a much information as possible to aid the evaluation of your application) |  |

**Cost Details**

|  |  |
| --- | --- |
| **Other Sources of**  **Funding** (Applied for or confirmed) |  |
| **Funding Request**  **From Region** | **£** |

I confirm the above application is for a registered charity.

I confirm there is a copy of the current audited accounts accompanying this application.

I fully support this application.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Print** | **Sign** | **Date** |
| Applicant |  |  |  |
| GSL/DC |  |  |  |
| Group/District Treasurer |  |  |  |

**Payment Details**

Please note that payments will only be made by cheque made out to the relevant Group/Unit or District account and as such we require the full correct name of the account that the cheque should be made payable to.

Bank Account Full Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_