



Application: Community Fund grant from the Isle of Skye Renewables Coop (IoSRC)

Before completing this application form, please read the accompanying Guidance Document.

Please email this completed form, together with any relevant supporting documentation to grants@skye.coop. We also accept postal applications to Isle of Skye Renewables Coop, c/o Energy4All, Unit 26, Trinity Enterprise Centre, Furness Business Park, Barrow-in-Furness, Cumbria, LA14 2PN.

Applications may be made at any time and applications will be acknowledged within 2 weeks of receipt. The Board will aim to provide a response to all applications within 6 weeks of receipt.

The IoSRC will contact you to advise you of the outcome of our review, whether it is successful or unsuccessful.

Part 1 - About the Applicant

Applicant name (individual, group or organisation)	
Applicant address (registered address of the applicant individual, group or organisation)	
Type of applicant with further details as required e.g private individual, unconstituted group, constituted group or organization such as a community interest company, SCIO, registered charity, co-operative, voluntary organisation	
Relevant registration details of applicant if group or organization (e.g. SCIO or company number, date of registration)	
Does your group or organisation have a constitution or governance document? If so, what form does this take? Please supply a copy with this form.	

<p>Main contact for this application. Please provide name, role (in relation to group or organization applying), phone and email details</p>	
<p>What are the main aims and activities of your group or organisation? Please describe these in a reasonable level of detail. You are welcome to attach supporting documentation also.</p> <p>For individuals applying, please describe your motivations and rationale for the project or initiative.</p>	



<p>When do you currently envisage the funds will be needed (i.e. when might funds be transferred should your application be successful)?</p>	
<p>What unrestricted funds does your group or organisation have? (Funds which are not already allocated to a particular project)</p>	

Part 2 - About Your Project or Initiative

Project or initiative name or title	
Description of the project - what are its aims? What is the timescale, how will you implement it? Please provide supporting documentation if relevant	

<p>Eligibility - Explain how your project fulfills the criteria outlined in the IoSRC Guidance Document (What does the Fund support?)</p>	
<p>Where will the project take place?</p>	
<p>Who will the project or initiative benefit and how will it benefit them? Please provide any detail you can on which parts of the community the project will benefit.</p>	

<p>Project cost – please state the total cost and if possible, provide a breakdown. Include supplier quotes and any other relevant documentation</p>	
<p>What is the grant amount you are applying for from IoSRC?</p>	
<p>Is your organisation able to reclaim VAT?</p>	

<p>What other funding is required for your project or initiative to be fully delivered and where will this come from? Please outline any other sources of funding you have secured or are considering, including other applications made.</p>	
<p>If your organisation has unrestricted reserves of more than the amount applied for, please explain why these cannot be used for this project</p>	
<p>Benefits – how will you communicate the project’s benefit to your stakeholders? How will you acknowledge the IoSRC’s support in your communications (e.g. social media, press release, signage, newsletters etc)</p>	

PLEASE NOTE:

- If your application is successful we will ask you for the relevant bank or building society details. This must be the regular account for your organisation or business.
- If the organisation on behalf which the application is being made is able to reclaim VAT, the grant offered will exclude any VAT associated with products or services to be procured using the grant funding.

Part 3 - Declaration

I certify that the information contained in this application is correct, and that I am authorised to make the application on behalf of the above group.

I confirm that if a grant is awarded:

- I / we have relevant permissions and approvals to apply for and administer this grant on behalf of my group or organisation
- It will only be spent for the purposes described within this application
- I / we will inform IoSRC of any changes to our project which could result in a delay in spending the grant or other material change to the initiative or project which may be relevant to the IoSRC's review of this application
- I / we will provide receipts for all costs associated with the grant award within one month of transfer of funds
- I / we will provide the IoSRC with a monitoring and evaluation report after 3 and 12 months from transfer of funds (or at other such intervals as agreed with the IoSRC)
- I / we will return any unspent grant to the IoSRC Community Fund
- I / we will acknowledge the IoSRC in publicity related to this project
- I / we agree to the IoSRC publicising our project

Signature, name and title of the senior person in your organisation	
Date of submission	



Part 4 – Application Review Record (IoSRC Use Only)

Note, this section is for use by the IoSRC only.

Date of Application Receipt	
Date of Application Receipt Acknowledged	
Date of Application Review by IoSRC Board	
Outcomes of Review (Approve, Refuse, Delay)	
Document Reference for Board Discussion and Decision Details	

Part 5 – Project Change Form (Only For Use After Grant Award)

Note, this section (5) is only to be used by applicants who have been awarded a grant. Any proposed changes to an application before determination of the application should be communicated to the Board in writing via email.

Following the award of a grant there may be circumstances whereby material changes to the project are required. Where this is the case, and these changes relate to the scope, timing or scale of the application of the grant funding itself, the applicant should contact the Board in a timely fashion. Depending on the nature of the changes, the applicant may be asked to complete the change form below for consideration of the Board.

This note should be completed by the same applicant who completed the initial application.

Date of Change Note	
Author of Change Note	
Role of Change Note Author (in the Context of the Project / Applicant Organisation)	
Please Describe the Nature of the Changes to the Project, Specifically Changes to the Scope, Timing or Application of the Awarded Grant Funding	

<p>Is the Project Still Anticipated to Deliver its Original Objectives? Please Provide Full Details to Any Impact on the Project's Objectives</p>	
<p>Signed (Signature, Title / Role, Organisation)</p>	

Part 6 – Change Form Review Record (IoSRC Use Only)

Note, this section is for use by the IoSRC only.

Date of Change Form Review	
Date Change Form Receipt Acknowledged	
Date Change Form Reviewed by IoSRC Board	
Outcomes of Change Form Review (Approve, Refuse, Delay)	
Date Applicant Notified	