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| **Please Note: You cannot apply for funding if you are currently in receipt of a Grant or have  still to return your Evaluation Form. If you are unsure of your grant status, please contact enquiries@bankofscotlandfoundation.co.uk before continuing.** |

You can use this word template to prepare your application before copying the information into the   
online form, but you cannot send us your final application on this word template.

The questions highlighted with an \* are mandatory on the online form.

**All applications must be submitted ­using the online application form** available on our website [www.bankofscotlandfoundation.org](http://www.bankofscotlandfoundation.org)

**1. About your organisation**

|  |  |
| --- | --- |
| \*Name of your charity |  |
| \*Your charity registration number | SC0 |
| \*Main contact title |  |
| \*Full name of main contact |  |
| \*Job title of main contact within organisation |  |
| \*Correspondence address |  |
| Town/City |  |
| \*Postcode |  |
| Website address |  |
| \*Email |  |
| \*Telephone |  |
| If we have any questions in respect of your grant application, we may contact you by telephone to request  further information. Please confirm the contact name and telephone number of the person we should contact  **IF DIFFERENT FROM ABOVE** | |
| Alternate contact name |  |
| Alternate contact phone number |  |
| If you are part of a larger organisation, or a member of an umbrella organisation, please tell us which one. |  |
| \*Please confirm that your charity income is less than £1,500,000 to be eligible for this programme. |  |
| \*What are the aims and objectives of your organisation?  (Answer is limited to a maximum of 50 words. Please note we are only able to view the first 50 words.) |  |
| \*When was your organisation formed? |  |
| \*Number of full-time paid staff: |  |
| \*Number of part-time paid staff: |  |
| \*Number of volunteers (enter 0 if you have none): |  |

**2. About the grant**

|  |  |
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| \*Please briefly describe the purpose of your grant request and how it will address disadvantage or social exclusion. **(Answer is limited to a maximum of 50 words. Please note we are only able to  view the first 50 words).** |  |
| You must attach a file that is up to one A4 page to explain in more detail what you want the grant for, who your grant will help and what difference it will make to those you support. Please use a PDF or Word .docx file that is Windows compatible. |  |
| \*Total amount requested (applications will only be accepted for amounts between £1,000 and £25,000) | £ |
| A detailed breakdown of cost must be provided to enable full consideration of your application. **Please note,** we will **NOT** provide funding for general miscellaneous costs or operating costs that are not justified within your proposal. | |
| \*Please provide a breakdown of the total.  **(Answer is limited to 50 words. Please note we  can only view the first 50 words.)** |  |
| \*How many people will benefit from the grant? |  |
| Who else have you asked for funding **FOR THE PURPOSE OF THIS GRANT** in the last 12 months? | |
| 1. Name of fundraising organisation |  |
| Amount requested | £ |
| What was the outcome? | Choose an item. |
| 2. Name of fundraising organisation |  |
| Amount requested | £ |
| What was the outcome? | Choose an item. |
| 3. Name of fundraising organisation |  |
| Amount requested | £ |
| What was the outcome? | Choose an item. |
| \*Please indicate where you heard about this programme. | Choose an item. |

**3. Declaration**

|  |  |
| --- | --- |
| I confirm that to the best of my knowledge, all answers on this form are correct and the application has the support of the management of the organisation. |  |
| Date | Click or tap to enter a date. |

**4. Supporting documents**

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| Due to COVID-19 we are working remotely. Please do not send ANY documents to us via post as they will not be received by the deadline and your application will not be assessed. | |
| **We cannot fund you if you do not send in your accounts and/or have no accounts checked by OSCR.** | |
| \*You must submit copies of your most recent  signed Annual Accounts as submitted to and checked by OSCR. Please indicate how you will  be submitting this. | I will upload an electronic version of the file as a part of this application.  I will send a copy via email to enquiries@bankofscotlandfoundation.co.uk. |
| \*Please upload a copy of your most recent signed Annual Accounts. We cannot assess your application if you do not send in the correct accounts. |  |
| \*I understand that the Bank of Scotland Foundation will not be able to assess this application if correct documentation is not supplied. |  |
| \*You must submit a copy of your constitution.  Please indicate how you will be submitting this. | I will upload an electronic version of the file as a part of this application.  I will send a copy via email to enquiries@bankofscotlandfoundation.co.uk. |
| \*Please upload a copy of your most recent Constitution. |  |