



Please read the Energise guidelines before applying to ensure your application meets the programme criteria.

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 as per OSCR	
*Your charity registration number as per OSCR	
*Main contact title	
*Full name of main contact	
*Job title of main contact within charity	
*Correspondence address	
*Town/City	
*Postcode	
*Email	
*Telephone	
<b><i>If we have any questions in respect of your grant application, we may contact you by telephone to request further information. Please provide an alternative contact person in the event of any holidays or absence.</i></b>	
*Alternate contact name	
*Alternate contact phone number	
* Please confirm that your charity income for the last year is <b>under £150k (as per your most recent signed Annual Accounts submitted to and checked by OSCR)</b>	<input type="checkbox"/>
*Your income (as per your most recent signed Annual Accounts submitted to and checked by OSCR)	
*Number of full-time paid staff:	
*Number of part-time paid staff:	
*Number of volunteers (enter 0 if you have none):	
*Please confirm that your charity puts vulnerable people at the heart of everything it does (Please note that you will be asked to expand on this in your supporting document)	<input type="checkbox"/>



## 2. About the grant

* I understand that I am applying for a two-year unrestricted grant of £20,000 (£10,000 per annum).	<input type="checkbox"/>
<b>Please note that you are applying for unrestricted funding. Unrestricted funding can be used towards core costs, delivery costs, project costs and/or general running costs enabling charities to use their funding in the way that helps them best.</b>	
* Whilst our funding is unrestricted, charities are asked to provide a broad indication of what our funding may be used for such as overheads, project costs or salaries.	
*Approximately how many people will benefit from the grant each year?	
*Who else have you asked for funding in the last 12 months? Please list in date order with the most recent first.	
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.



### 3. Supporting documents

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.

**You must have at least one years of Annual Returns submitted to and checked by OSCR. We cannot fund you if you do not upload your MOST RECENT Annual Accounts submitted to and checked by OSCR.**

* You must submit a file that is a maximum size of one A4 page. Please use your A4 page to tell us: What your charity does, how your charity puts vulnerable people at the heart of everything you do, the difference your charity makes, why you need unrestricted funding and any other information that may support your application.	Please upload your A4 page.
* Please submit a copy of your most recent <b>signed</b> Annual Accounts as submitted to and checked by OSCR. (This document must match your latest accounts as showing on OSCR). We cannot assess your application if you do not send in the correct accounts.	Please upload your accounts.
*Please submit a copy of your most recent Constitution.	Please upload your constitution.
*I understand that Bank of Scotland Foundation will not be able to assess this application if correct documentation is not supplied.	<input type="checkbox"/>

### 4. Declaration

I confirm that to the best of my knowledge, all answers on this form are correct, the application has the support of the management of the charity and the charity meets our programme guidelines.	<input type="checkbox"/>
Date	Click or tap to enter a date.