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Local FUNDING REQUEST FORM

Thank you for taking the time to complete the application form below.

We have tried extremely hard to ensure the eligibility criteria is as flexible as possible and the application process is as simple as possible. Full details on how we make our decisions are listed at the end of the document.

|  |
| --- |
| NAME OF APPLICANT/ORGANISATION |
| Name |  |
| Address |  |
| Town |  | **Postcode** |  |

|  |
| --- |
| NOMINATED CONTACT |
| First Name |  |
| Last Name |  |
| Landline |  | **Mobile** |  |
| Email |  |

|  |
| --- |
| NAME OF PROJECT |
| Tell us about your current project: (200 words) |
|  |
| How many people will this project benefit? |  |
| Is your project constituted? If so, please can you tell us your charity number or company number? |  |
| Can you supply a copy of your current constitution if required? | YES / NO |
| What benefit do you hope to achieve in the community using this funding? (200 Words) |
|  |

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| --- |
| FUNDING REQUEST |
| How much would you like to apply for? | £ |
| Rough Break down to quantify total |
| Item1 | £ |
| Item2 | £ |
| Item3 | £ |
| Item4 | £ |
| Item5 | £ |
| TOTAL | £ |

|  |
| --- |
| MATCHED FUNDING SOURCES |
| Name of source: |  |
| Amount:  | £ |
| Name of source: |  |
| Amount:  | £ |
| Name of source: |  |
| Amount:  | £ |
| TOTAL FUNDS FROM OTHER SOURCES  | £ |

|  |  |
| --- | --- |
| PAYMENT OF FUNDS |  |
| Cheque or Bank transfer:  |  |
| Bank Account or payment details: |
| Bank account name: |  |
| Bank:  |  |
| Sort Code:  |  |
| Account No:  |  |

Thank you for completing the application form.
Please email to [all@haddingtoncc.org.uk](all%40haddingtoncc.org.uk)

## Policy for funding requests

Haddington Community Council has a limited budget which is allocated throughout the year to fund our varied activities. Since our budget is finite, some or all our funding requests will not be successful. This policy gives us a set of criteria to be used when determining which ones are to be successful.

If successful, we then need guidelines on the amount we can offer. A simple fixed amount limit is not appropriate as it’s too simplistic when applying this to the varied sizes and needs of the groups who make requests i.e. a club needing to buy books for £50 can’t be comparable against a charity who perhaps need £1500 to fix a roof.

To this end, we will offer 2-tiered funding options –

* A 100% funding option if the value is up to £250 – assuming all other criterion has been met. This payment can be made immediately.
* If over £250 we apply a 50% matched funding rules up to a maximum payment value of £1,500 - assuming we have this money available, and all other criterion checks have been met.

There will be no phasing-in of the fixed £250 limit. If a request is for £260 or £1,500, they will have to match fund 50% i.e. £155 or £550 for the examples given. This will hopefully encourage genuine request amounts being sought.

Owing to the matched funding condition, payment of any monies will be made when the fund matching has been proven. Details of this method are detailed later in the document.

## Funding Criteria

### The following criterion will be considered as part of a funding request decision

* Is the organization professionally run with any paid members?
	+ Rationale: We will be inclined to support community voluntary run clubs and organizations, not large or national (semi) professional run ones i.e. they have at least one paid management member (rather than hands on delivery workers).
* Is the requester considered to be financially self-sustaining in the longer term?
	+ Rationale: If a donation were to be made, how likely is the club to survive in the longer term anyway? This assumes this is not for a one-off event.
* Is this for a one-off purchase or event, where else are the funds being sought from?
	+ Rationale: What other options could they consider, or have considered?
* Who are its users – all adults, children, vulnerable clients?
	+ Rationale: A more favourable outcome will be made to requests from those in the vulnerable or unwaged groups.
* Where is the club/organisation located – assumption being Haddington and District dormitory?
	+ Rationale: We will only consider requests from outside our dormitory area if there is a strong and/or unusual circumstance.
* Has there been a donation made in the past?
	+ Rationale: We have a policy of a 2-year gap between substantial donation payments.

This final criterion is for exceptional requests where the criterion may not normally allow the request to be passed – If a request is deemed to be of an exceptional nature, this allows the other criterion to be waived in this instance.
Is this request of an exceptional nature? No hard examples as they will be dealt with on a case by case basis.

### 50% matched funding payment rules

If an award is made, we need to ensure no money is transferred until we know the matched funding has been achieved by the group. This is to guard against money being transferred to the requesting group only to find they did not achieve the additional funding.

We will pledge to pay the money when proof of the match funding has been presented to us – bank statement, proof of 3rd party cheque etc. We will ring fence any pledged amounts within our account(s) until the match funding proof has been presented. We will also set a future date when this pledge will expire, rather than holding onto it indefinitely.

We do have the right to waive the 50% funding rule if there is a compelling case or application.

## Examples

### PROJECT 1

Request for monies to buy high visibility bibs for a local Children’s cycle club (note no amount specified in request).

Consideration results – The table below shows that the criterion was all met. What is not known is the cost, so the club will be contacted and asked for how many bibs and therefore what the cost would be. If it is up to £100 it will be paid, but if it is over £100 then they will be told they will have to match fund for 50% of the value.

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| --- | --- | --- |
| Criterion | Comments | Decision to proceed [Yes/No] |
| Is this a professionally run club/organization? | Does not appear so. | Yes |
| Self-sustaining in the longer term? | Would appear to be sustainable. | Yes |
| One-off purchase/special event and who else is supplying funds? | One-off purchase. | Yes |
| Are the users Vulnerable or non-waged? | Children’s club, so OK. | Yes |
| Has a donation been made previously to this group? | No | Yes |
| Is the request from within our dormitory area? | Yes | Yes |
| Is this request of an exceptional nature? | No | n/a |

### PROJECT 2

Haddington’s underwater basket weaving club would like a donation to kick start their club by buying more advertising and basic items. They deem £250 would cover this. The club is run every 1st Wednesday at 7pm.

Consideration results: The criterion options produced the following results. The decision to go ahead with this was declined as it considered a specialist area and not benefitting the community’s demographic.

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| --- | --- | --- |
| Criterion | Comments | Decision to proceed [Yes/No] |
| Is this a professionally run club/organization? | Does not appear so. | Yes |
| Self-sustaining in the longer term? | Have our doubts! | No |
| One-off purchase/special event and who else is supplying funds? | One-off purchase. | Yes |
| Are the users Vulnerable or non-waged? | Does not appear to be | Dubious. |
| Has a donation been made previously to this group? | No | Yes |
| Is the request from within our dormitory area? | Yes | Yes |
| Is this request of an exceptional nature? | No | n/a |

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|  |
| --- |
| Meeting notes |
| Date to be discussed at Community Council meeting: |  |
| Comments from meeting: |
| Decision: |  |
| Majority vote approved: |  |
| Date agreed: |  |
| Date Paid: |  |

# Checklist

|  |  |  |
| --- | --- | --- |
| Criterion | Comments | Decision to proceed [Yes/No] |
| Is this a professionally run club/organization? |  |  |
| Self-sustaining in the longer term? |  |  |
| One-off purchase/special event and who else is supplying funds? |  |  |
| Are the users Vulnerable or non-waged? |  |  |
| Has a donation been made previously to this group? |  |  |
| Is the request from within our dormitory area? |  |  |
| Is this request of an exceptional nature? |  |  |
| Proof of matched funding received? |  |  |