

Community Grant Application Form

Let's work
together to
make a real
difference

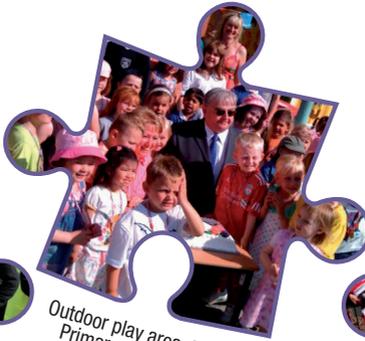


SCOTMID co-operative

At the heart of
Scottish communities since 1859



Fraserburgh Junior Wardens Scheme



Outdoor play area, Broxburn Primary School Nursery



Lasswade Micro Rugby Club

Scotmid's Community Grant provides support for local communities served by us. As part of that commitment we aim to help enhance the lives of people living around us, and to help promote co-operative values and principles.

Our Community Grant will focus on providing support to: children/education, health, fairtrade, homeless/poverty, arts & culture, environment, elderly and active lifestyles.



Central Police senior citizen purse bell initiative



Healthy Smiles dental book



Fochabers Woodland Trust clean-up

Community Grant **Application Form**

Please ensure that you have **read and understood the application terms and criteria** at the back of this booklet before completing the following application.

Please use **BLOCK CAPITALS** when completing the application.

Section 1 - Contact Information

Sections 1 - 3 & 5 to be completed by all applicants

1a Applicant name / group name

1b Contact name
(if applying on behalf of a group)

1c Contact address

Post Code

1d Contact email address

1e Registered address
(if applying on behalf of a group)
Post Code

1f Your position in the group

1g Daytime telephone number

1h Are you or any member of your group a member of Scotmid? (please tick) Yes No

If Yes please provide up to 2 members names and share numbers (S/N) below

Name	S/N
------	-----

Name	S/N
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FOR OFFICE USE ONLY

Local Store

Branch No

Section 2 - Tell us about your group

2a What category does your project fall into? (please tick)

Children/Education

Arts & Culture

Homeless/Poverty

Health

Elderly

Fair Trade

Environment

Active Lifestyles

Other (Please specify)

2b Please provide a brief description of the activities you/your group undertake

2c In what year was the group founded?

2d Are you a registered charity?

Yes

No

If yes, please provide the registered number

2e Are you a co-operative?

Yes

No

2f If your application relates to sport -

Is the team a member of/ or affiliated to a recognised sporting body?

Yes

No

if yes, which one

2g If the application relates to a childrens group,

have all the relevant child disclosure certificates been received?

Yes

No

Section 3 - Tell us about the community activity you wish to support

3a How much are you applying for? £

3b Are you applying for, or receiving funding from another source? Yes No

if so, from where and how much?

3c Please explain what the community grant support will be used for

3d How will your project benefit your local community?

Section 4 - Independent reference details

to be completed for all applications of £250 or over

4a Please give the name of someone who can provide an independent reference on behalf of you/your group

4b Job title/occupation of referee

4c Referee contact address

4d Referee daytime telephone number

4e Referee email address

4f Relationship to the group (if any)

Section 5 to be completed for all applications

Data Protection Statement

Scottish Midland Co-operative Limited may use the information you have provided to enable us to tell you about products, services, offers, news and events. We may also use electronic methods such as email to keep you informed. Please tick here if you would prefer not to receive this information.

Please tick here to confirm that you read and accepted the Grant Selection Criteria

Signed on behalf of (if you are applying on behalf of a group)

Signature

Date

Membership Team, Corporate Communications,

Scotmid Co-operative, Hillwood House, 2 Harvest Drive, Newbridge, EH28 8QJ

Grant selection criteria

Please read this section carefully before completing your application

To be successful, the applicant must:

- Be a group or individual acting for the wider benefit of the local community
- Live within the geographic boundaries of one of our Regional Committees

And a project must:

- Address a community issue or support a local community initiative
- Provide benefits to the local community

SUCCESSFUL APPLICATIONS

1. Applications are welcomed from groups including: local community, self-help or voluntary groups and charities (including local branches of national charities) or individuals acting for the benefit of the local community, whose primary focus falls easily into one of the following categories:
 - a. Children/Education eg schools groups
 - b. Health eg promotion of healthy eating
 - c. Fairtrade
 - d. Homeless/Poverty
 - e. Arts & Culture eg Community musical festivals
 - f. Environment eg promoting a clean/healthy environment
 - g. Elderly
 - h. Active Lifestyles eg encouraging exercise/fitness/sport

Note: Each Regional Committee is limited to the amount of support which it can provide for sporting activities and equipment.
2. The applicant's home or registered address must be within the geographic boundaries of one of Scotmid's Regional Committees.
3. An independent reference will be required for applications of £250 or more. We strongly advise that you obtain permission from your chosen referee before passing their details to us.

EXCLUSIONS

The following list sets out the type of groups and activities excluded by the Scotmid Community Grant.

Excluded Groups:

1. Groups other than community, self-help and voluntary groups – Groups which use their surplus for the benefit of an individual or business are excluded from Scotmid's Community Grant.
2. Auxiliary groups of Scotmid, are generally excluded.
3. Overseas charities – Scotmid aims to support local communities and therefore overseas charities are excluded.

Excluded Activities:

1. Non-community projects – A group does not have to be a charity to apply, however, any project supported must benefit a local community within the geographic boundaries of one of our Regional Committees.
2. Overseas activities – Scotmid Community Grant will not support projects for the benefit of communities overseas.

3. Religious worship – Applications from religious bodies will only be considered if there is a wider benefit for the local community.
4. Core activities of statutory services – Statutory services seeking grants for core activities such as a school library or essential hospital equipment are excluded. However applications relating to special projects for the benefit of local communities will be considered.
5. Party political activity – Applications to support fundraising, campaigning or any other activity associated with any political party will not be accepted.
6. Individual sponsorship – Applications to support individuals will not be accepted.
7. Travel and Accommodation – Requests to assist with travel and accommodation costs are excluded.
8. Multiple applications – Only one application for the same event or one application per person/organisation may be supported in a calendar year.
9. Ongoing Running Costs – Grants will not be awarded for generic ongoing running costs. Applications must be for one-off investments, purchases or events covered by the categories detailed on point 1 of the Successful Applications section.

GRANT TERMS & CONDITIONS

The terms and conditions below set out the relationship between Scottish Midland Co-operative Society Limited (Scotmid) and you as an individual or your group. If you have any questions or would like help to fully understand the terms & conditions, contact the Membership and Community Team on 0131 335 4400 or email us at membership@scotmid.com.

- Scotmid can ask you for extra information to support your application.
- The amount we provide is final and we will not increase it if you overspend or have worked out your costs incorrectly.
- If you do not spend all the grant provided, you must return any unspent money to us within six months of receipt of the grant.
- Scotmid will not be responsible for any expenditure (on assets, equipment, or your project) you have incurred before you receive our letter confirming details of the grant provided.
- From time to time, Scotmid may use your name and address in any publicity about the grant. We may also choose to advertise the award of community grants on our website or in the press, please advise if you are unwilling to agree to this.
- Subject to our approval you may have the opportunity to promote the grant in all publicity relating to your project.
- If requested, successful applicants must agree to provide a report on how their community grant was used and the benefits experienced by the local community as a result.
- Projects being carried out with help from Scotmid may be required to be verified.
- You must agree to co-operate with us on any follow-up visits.

continues overleaf

Grant selection criteria

continued from previous page

- Scotmid can ask you to return the grant in full if we find that you have used it for a purpose other than that set out in your application.
- If any of the Society's assets (such as marketing banners or props) have been provided you must return them to you to your local Scotmid or Semichem store and confirm to the Membership and Community Team that you have done so.
- The Regional Committee's decision on your application is final and they may choose not answer any of your questions about the decision.
- Scotmid may withhold all or part of the grant, or recover all or part of any payment from you, if we discover that:
 - you have broken any part in this agreement;
 - any information in the application form or a supporting document was incorrect or misleading;
 - your group or the project ends for any reason.

GUIDELINES FOR A SUCCESSFUL APPLICATION

Please read the following carefully before completing and submitting your application. Your application will be considered by the Regional Committee in your geographic area.

1. Applications must be made at least eight weeks prior to when the grant is required. This time scale allows your application to be submitted to the relevant Regional Committee and for their decision to be actioned if a grant is to be awarded.
2. If you require any guidance or assistance in completing this form, please contact a member of the Scotmid Membership and Community Team, who will be delighted to help (please see contact details below).
3. Please feel free to supply any additional information which you feel is relevant to and will support your application.
4. If your application is unsuccessful, you may be advised why and, if appropriate, whether you should consider re-applying at a different time.

You can hand write your application or download a copy of the form from www.scotmid.com Please return completed forms to:

Membership Team, Corporate Communications, Scotmid, Hillwood House, 2 Harvest Drive, Newbridge, EH28 8QJ

or email to membership@scotmid.com Telephone 0131 335 4400.

Thank you for taking the time to read through these guidelines - good luck with your application

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**Scottish Midland Co-operative Society Limited,
Hillwood House, 2 Harvest Drive, EH28 8QJ
www.scotmid.coop**