



Community Grant Application Form



Let's work together to
make a real **difference**

Scotmid's Community Grant gives support to local communities served by our stores. This enhances the lives of people living around us, and helps promote co-operative values and principles.

Our Community Grant will provide support to the following categories: children/education, health, fairtrade, homelessness/poverty, arts & culture, environment, elderly people and active lifestyles.



Let's work together to
make a real **difference**

Please ensure that you have **read and understood the grant selection criteria** at the back of this booklet before completing the following application. Please use **BLOCK CAPITALS**.

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

1d Contact email address

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

1f Your position in the group

1g Daytime telephone/mobile no.

1h Web address for group/project

1i Where is your local Scotmid?

1j 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
------	-----

Section 2 - Tell us about your group

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

Children/Education

Arts & Culture

Homelessness/Poverty

Health

Elderly People

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 What is your organisation's main source of income?

2e Are you a registered charity?

Yes

No

If yes, please provide the registered number

2f Are you a co-operative?

Yes

No

2g Has your group applied for a Scotmid grant before?

Yes

No

If yes, were you successful?

Yes

No

2h Do you or any member of your group have any links with Scotmid?

Yes

No

If yes, who? (e.g. member of staff, related to member of staff, committee member)

2i 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

2j If the application relates to a childrens group,

have all the relevant child disclosure certificates been received?

Yes

No

Section 3 - Tell us about your community activity

3a How much are you applying for?

£

3b Have you received funding for this activity from another source?

Yes

No

If yes, from where and how much?

3c If successful, what will the grant be used for? Please give a breakdown of your costs of the project.

3d How will this activity benefit your local community?

3e If the grant is for a specific event, what is the date of your event?

3f Will this grant be publicised?

Yes

No

If yes, how?

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. This must be someone NOT directly involved with the activity for which you are applying for funding.

4b Job title/occupation of referee

4c Referee contact address

4d Referee daytime telephone no.

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 (group name)

Signature

Date

Cheques payable to (group name)

FOR OFFICE USE ONLY

Rec'd

Store

No

Cont'd W/Sm Ch

Ind Ref Ch

Acc req

Acc ch

Ch done

Grant Selection Criteria

Please read this section carefully before completing your application

1. To be successful, the applicant must:

- 1.1 Be a group or individual acting for the wider benefit of the local community
- 1.2 Live within the geographic boundaries of one of our Regional Committees
And a project must:
 - 1.3 Address a community issue or support a local community initiative
 - 1.4 Provide benefits to the local community

2. SUCCESSFUL APPLICATIONS

- 2.1 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. Homelessness/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)
- 2.2 The group or project must be based in or benefit a community served by one of our stores and within the geographic boundaries of one of Scotmid's Regional Committees.
- 2.3 An independent reference will be required for applications of £250 or more. Please ensure that you obtain permission from your chosen referee before passing their details to us.

3. EXCLUSIONS

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

Excluded Groups:

- 3.1 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.
- 3.2 Auxiliary groups of Scotmid, are generally excluded.
- 3.3 Overseas charities – Scotmid aims to support local communities and therefore overseas charities are excluded.

Excluded Activities:

- 3.4 Non-community projects – A group does not have to be a charity to apply, however, any project supported must benefit a community served by one of our stores.
- 3.5 Overseas activities – Scotmid Community Grant will not support projects for the benefit of communities overseas.

- 3.6 Religious worship – Applications from religious bodies will only be considered if there is a wider benefit for the local community.
- 3.7 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.
- 3.8 Party political activity – Applications to support fundraising, campaigning or any other activity associated with any political party will not be accepted.
- 3.9 Individual sponsorship – Applications to support individuals will not be accepted.
- 3.10 Travel and Accommodation – Requests to assist with travel and accommodation costs are excluded.
- 3.11 Ongoing Running Costs – Grants will not be awarded for generic ongoing running costs eg. rent, bills, staffing. Applications must be for one-off investments, purchases or events covered by the categories detailed on point 2.1 of the Successful Applications section.

4. 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

- 4.1 Scotmid can ask you for extra information to support your application.
- 4.2 The amount we provide is final and we will not increase it if you overspend or have worked out your costs incorrectly.
- 4.3 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.
- 4.4 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.
- 4.5 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.
- 4.6 Subject to our approval you may have the opportunity to promote the grant in all publicity relating to your project.
- 4.7 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.

Grant Selection Criteria

continued from previous page

- 4.8 Projects being carried out with help from Scotmid may be required to be verified.
- 4.9 You must agree to co-operate with us on any follow-up visits.
- 4.10 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.
- 4.11 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.
- 4.12 The Regional Committee's decision on your application is final and they may choose not to answer any of your questions about the decision.
- 4.13 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.
- 4.14 Multiple applications – Only one application for the same event or one application per person/organisation may be supported in a 12 month period.

5. 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.

- 5.1 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.
- 5.2 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).
- 5.3 Please feel free to supply any additional information which you feel is relevant to and will support your application.
- 5.4 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.coop 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 4433.

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

SCOTMID co-operative

At the heart of **Scottish** communities
since 1859



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