



# ROTARY CLUB OF LOCHABER FUNDING APPLICATION FORM

**(FOR GROUP OR ORGANISATION REQUEST)**



SERVICE ABOVE SELF

Please complete each section.  
The more information you can provide the easier it is for us to support a funding request.  
If you need more space please add separate sheets of paper.



Your name:.....

Date of application:.....

Name of voluntary group/organisation applying for grant:.....

Are you a registered charity? If yes please provide your charity number: .....

Are you affiliated to any larger organisation? If yes please provide their name:.....

Do you have a written constitution? Yes/No:.....

Contact details:

Address:.....

.....

Post Code:..... Telephone:.....

Email:.....

If you are a group/organisation please describe the aims of the area in which it operates as stated in your constitution.

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Please enclose with your application a copy of the most recently externally examined accounts and your constitution.

For what specific purpose are you making this application? In what way will you, the community or a specific section of it benefit?

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How much money are you asking for? .....

What would it be spent on, and when? .....

How would the expenditure be controlled and how many people will benefit from any award? .....

.....

What is your major source of funding? .....

Do you receive any local authority funding? .....

Have you raised any money through fund-raising events? .....

Have you applied to anyone else for funding? .....

If your application is successful please provide your bank details for payment:

Account Name:.....

Sort Code: (6 digits).....

Account Number: (8 digits).....

Only in exceptional cases might the Rotary Club of Lochaber be able to agree to make a payment to an organisation or person other than the named applicant. If this could apply to your application please provide a brief explanation below:

Signed:..... Date:.....

*The Council of the Rotary Club of Lochaber will assess your application at their next meeting and inform you immediately afterwards of their decision.*

**NOTE:** If we consider that your application has merit but we need further information we may contact you to provide this either by email or telephone.

**Please send your application;**

**By email to:** [secretary@lochaberrotary.org.uk](mailto:secretary@lochaberrotary.org.uk)

**By post to:** The Secretary, Rotary Club of Lochaber, c/o Alexandra Hotel, The Parade, Fort William, PH33 6AZ.

Here at the Rotary Club of Lochaber we take your privacy very seriously and promise to only use your personal information to administer your funding application and to provide the support and services you have requested from us.

However from time to time the Rotary Club of Lochaber may wish to contact you with requests and services that we feel may be of an interest to your organisation. If you consent to us contacting you for this purpose please tick your preference of communication:

I consent to you contacting me:

I prefer not to have contact in the future:

Post:

Email:

Telephone:

Text message:





# ROTARY CLUB OF LOCHABER

## FUNDING APPLICATION FORM



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As we are considering the allocating of charitable funds, we have a duty of care and need to confirm that any grant awarded has been spent for the purpose provided. We ask that you confirm this to us on completion of your project. Occasionally we may make our own enquiries.

Where appropriate we ask that the **Rotary Club of Lochaber** may publicise details of the award. This is to demonstrate that charitable funds are being used well, encourage other applicants to apply for assistance and encourage the public to make further donations.

### AWARDS FROM THE ROTARY CLUB OF LOCHABER

The Rotary Club of Lochaber raises money for its charity fund, which is a registered charity. Among others, awards are made to local charities and local good causes. No one in the Rotary club receives payment for this activity.

Local good causes include but are not restricted to charities (such as local hospices), local organisations working for local young people (such as scouts and youth groups) local schools and individuals.

Most grants are to a maximum of £500 although the majority of grants are between £100 and £300. In exceptional circumstances the Trustees may consider awards over £500.

The criteria are generally that the club will support:

- Individual projects or specific one-off items which need funding but cannot commit to support continuing activities or activities which require constant maintenance;
- Activities which are of benefit to the community;
- Activities which are character forming and if carried out abroad are of benefit to the host nation;
- Of very specific benefit to an individual where other funding sources are inadequate.

Criteria that are not generally supported are:

- Ongoing projects which have a constant need for funding;
- Projects that have a political element;
- Contributions to a general fund which although of overall benefit are used for a wide variety of non-specific projects or ongoing maintenance;
- National organisations where there is little or no local specific involvement.

For example, we would be unlikely to support:

- A request for sponsorship to climb Mount Kilimanjaro where the majority of the money will go to the travel agent organising the trip and only a small amount to the charity on whose behalf it is being undertaken.
- A general mailshot from a national charity requesting funds with no specific local involvement.

Activities we have supported include:

- Music therapy lessons for children with autism.
- Local youth football development
- Defibrillators for local athletic and sporting groups
- Contribution towards scout group equipment
- Award to local community association to fund Christmas meal for elderly and children
- Brownie and Rainbow group start up costs

As the money we provide is from charitable funds we have to take considerable care that it is used appropriately and have to provide a financial statement each year to the Office of the Scottish Charity Regulator (OSCR). Accordingly we may ask questions or require guarantees that at first sight may seem excessive. However, this is simply part of our effort to comply with the requirements of a charitable fund to act for the public benefit.

