



# ROTARY CLUB OF LOCHABER FUNDING APPLICATION FORM



**(FOR AN INDIVIDUAL 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:..... Your age...8-21.....21-25.....Over 25.....

Date of application:.....

Contact details:

Address:.....

..... Post Code.....

Landline number: ..... Mobile:.....

Email address:.....

Please describe the project for which you seek our support:.....

.....

.....

Where and when will the project take place? .....

.....

Is the project part of a programme by a larger organisation? Please give details:.....

.....

Who will mainly benefit from your participation in the project, and how will they benefit? .....

.....

Will anyone else benefit?.....

What is the total cost of the project and how is this made up? .....

.....

.....

What will it cost you personally to participate in this project? .....

.....

What funding raising have you done or explored? .....



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.....

What has been the outcome of your fundraising? .....

.....

How much money are you asking from Rotary Club of Lochaber? .....

On what specifically will any award be spent? .....

.....

.....

Is there a deadline by which you require your funding? .....

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

.....

Are you prepared to give a presentation to Lochaber Rotary about the project if required? .....

Is there are other information you wish to add that would assist your application?

.....

.....

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)**



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**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 you or 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:



As we are considering the allocation 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, individuals 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



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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.