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| CFSLA |  |

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| CFSLAPayrollLotteryCommittee | AWARD SCHEME |

Application Form

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| CFSLA AWARD SCHEME |

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| The committee can offer assistance to charity and community groups within the boundaries of the participating council areas – i.e. Clackmannanshire, Falkirk and Stirling. We will also support national and international charities within specified limits. Ours funds come from the profits of a monthly lottery run for employees and ex-employees of the above authorities plus the Assessors Services. |
| **The Committee will not fund:** * administration costs
* training costs
* salaries
* research
* trips
* individuals

**To be eligible:** * your group should be properly constituted
* you should be able to show evidence of community benefit
* your project or group should have clearly defined objectives
* applications should be clearly costed with details of likely suppliers

**Your group is not eligible if it:** * promotes political activity
* is sectarian in nature
* supports or promotes discrimination of any kind
* provides a purely ‘social’ function
 | **The ‘type’ of projects we favour are:*** Equipment or materials which are essential to allow an existing group to continue or extend the activities or services that group can provide to the community Equipment or materials that will allow the group to raise additional funds for themselves
* New groups which need essential equipment to begin operating
* Employee fund-raising in aid of eligible groups (Separate form available)
* Projects for the welfare and benefit of the employees of the participating organisations
 |
| All groups MUST demonstrate that they are actively fundraising in other ways.Successful applicants will be required to provide 'proof of purchase' for a cheque to be issued for the approved amount. Donations to national or international charities will only be made to charities registered in the UK.**How to apply**:Complete and return this form to the address below. Applications are reviewed throughout the year so there is no closing date. All applicants will be advised of our decision following the committee meeting at which the application is considered. Applications may be supported (in full or partially), declined or deferred. A successful applicant will be contacted to finalise purchasing arrangements of the requested items. In the case of a deferment the organisation will be asked for further information to be represented at a subsequent meeting. Unsuccessful applicants will be welcome to apply after a 12 month gap in applications.**Project details should include**: Detailed list of equipment, itemised costs and quantities and if relevant materials required, and suppliers.**All applications must include**: Constitution, latest audited accounts or if new group current financial statement. Any additional background information which may be helpful in considering the application.**Return address**: All applications should be: CFSLA@clacks.gov.uk |

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| INFORMATION ABOUT YOU AND YOUR GROUP |

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| Name of Organisation | Click here to enter text. |
| Registered Charity Number (if applicable) | Click here to enter text. |
| Membership of affiliated parent group | Click here to enter text. |

Applicant Details

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| Applicant name  | Click here to enter text. |
| Applicant address  | Click here to enter text. |
| Applicant email | Click here to enter text. |
| Applicant telephone / mobile number  | Click here to enter text. |
| Position applicant holds in group | Click here to enter text. |

Group Details

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| What is your client group? (e.g. kids, elderly, etc) | Click here to enter text. |
| How many members does your group have? | Click here to enter text. |
| How long has it been in existence? | Click here to enter text. |
| What geographical area does it cover? | Click here to enter text. |
| Address where the group is based / meets | Click here to enter text. |

What is the aim of your group?

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| Click here to enter text. |

Financial Details

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| Please state the main sources of your income? | Click here to enter text. |
| Please state all fundraising activities in the last 12 months? | Click here to enter text. |
| Please specify if you have applied elsewhere for funding for this project? | Click here to enter text. |

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| INFORMATION IN SUPPORT OF THE PROJECT / APPLICATION |

Please give details of the equipment / materials you would like us to supply. (All prices should include VAT).

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| --- | --- | --- | --- | --- |
| Item | Qty | Price | Supplier | Cost |
| Click here to enter text. | 0 | 0.00 | Click here to enter text. | 0.00 |
| Click here to enter text. | 0 | 0.00 | Click here to enter text. | 0.00 |
| Click here to enter text. | 0 | 0.00 | Click here to enter text. | 0.00 |
| Click here to enter text. | 0 | 0.00 | Click here to enter text. | 0.00 |
| Click here to enter text. | 0 | 0.00 | Click here to enter text. | 0.00 |
| Click here to enter text. | 0 | 0.00 | Click here to enter text. | 0.00 |
| Please continue on a separate sheet if required | Total: | 0.00 |

Why do you need this equipment for?

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| Click here to enter text. |

If the group is buying additional equipment / resources to supplement this application, please provide details?

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| Click here to enter text. |

Declaration

I declare that the information above is, to the best of my knowledge, true and accurate

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| Signed |  |
| Date | Click here to enter a date. |

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| CHECK LIST  | * Completed signed Application Form including itemised equipment list;
* Keep your own copy of the Application for reference purposes;
* Copy of your latest Audited Accounts; Copy of your Constitution.
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 All applications should be emailed to: CFSLA@clacks.gov.uk