

GRANT APPLICATION GUIDELINES 2009 - 2010

BACKGROUND

The Trust is an endowment trust which was established by the international philanthropist Andrew Carnegie in 1903 to add value to the lives and environment of the community of Dunfermline, Fife, where he was born and passed his childhood. The Trust is one of twenty one Carnegie trusts and institutions established worldwide and is governed by Royal Charter with a Board of twenty trustees.

WHERE FUNDING CAN BE GIVEN

The geographic area covered by the deeds of the Trust is defined as Dunfermline and its environs. Applicants must be based in or intending to use the funds for the benefit of this area.

WHAT IS LIKELY TO BE FUNDED

Projects, activities and schemes with social, community, educational, cultural, sporting and recreational purposes for the benefit of those within the defined geographic area of the operation of the Trust. This can include sports clubs and schools, voluntary sector organisations, clubs and societies and environmental and community development. Proposals that are innovative and far reaching together with those that particularly impact on young people are looked for with interest together with active partnerships. A Special Activities fund operates separately for designated schools. Pump priming and start up funding is offered on a one off basis.

WHAT IS NOT LIKELY TO BE FUNDED

Individuals; closed groups (with the exception of those catering for specialist needs); political, military or sectarian bodies; activities outwith the geographic scope of the Trust; medical organisations; routine running or salary costs; and costs which are the responsibility of a statutory body.

TYPE OF FUNDING

Principally single grants with occasional capital funding. A typical grant might lie between £300 and £10,000. The Trust does not provide annual recurrent funding for events, schools, clubs and societies but welcomes applications which will open up opportunities and add value as widely as possible to the project or funding recipients. Where possible a co-ordinated and holistic approach is encouraged.

APPLICATION PROCESS

Trustees meet every two months and applications can be submitted at any time. Application forms are available from the website or the office but submission of an initial outline and discussion with the Chief Executive or Administrator is encouraged. Where possible applications will be acknowledged and further information may be sought. Once all the necessary background is available the application will be considered by the appropriate assessing Trustee in the first instance who will decide if a grant under delegated powers is applicable, if it should go to the Board, or if it is not suitable to progress. When a grant is awarded the recipient will be notified in writing of any related terms and conditions which apply. These will include the take up of the grant within a twelve month period. If an application is unsuccessful the Trust is unlikely to consider a further application within twelve months.

OTHER INFORMATION

The Trust welcomes acknowledgement of its funding in the press and in the organisation's own publicity as appropriate. Logos can be made available for this purpose. Photographs and other material with the relevant consents are helpful for inclusion in the Trust's annual report.

CARNEGIE DUNFERMLINE TRUST APPLICATION FORM

Please complete all sections and ensure form is signed. Please print.

A. INFORMATION ABOUT YOUR ORGANISATION

1. Name of Organisation/Project

Name of Person to contact Position

Address for correspondence

.....

..... Post Code

Telephone Number(s). Please give area code as well as the number:

Daytime Evening

Email

2. Briefly describe the aims and activities of your organisation:
[including the geographic area covered in your work]

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What kind of organisation are you? (more than one may apply)

- Registered Charity Charity Number:
- Company limited by guarantee Company Number:
- Local Branch of a National Charity
- Voluntary Organisation
- Not for profit club
- Partnership, please describe:
- Other, please describe:

Are you a Membership Organisation: Yes No

Number of adult members:

Number of junior members:

Subscription rates:

3. a) Your organisation should have the following, please tick to confirm.

- A governing or management committee
- A bank or building society account
- A constitution/governing document
- Annual Accounts
- A written Child Protection Policy [where applicable]

8. How much are you requesting from the Trust? £.....

9. Please give a breakdown of project costs/expenditure:

- £
- £
- £
- £
- £
- £
- £
- £
- £

10. What is the total annual income and expenditure of your organisation for the last financial/calendar year? From to

Income £ £

Please attach statement of income & expenditure or accounts, if these are available.

11. Have you applied to us for a grant before? Yes No N/A

If so, were you successful? Yes No N/A

When was the grant awarded?

If a grant has been awarded previously, what did the grant enable you to do? Was it adequate and did you think your project was successful?

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C. REFEREE

12. Please give details of someone who could be approached as a referee and who would be able to comment on the general appropriateness of the application, if required.

Name

Address

.....

.....

Tel No email address

DECLARATION – TO BE COMPLETED BY ALL APPLICANTS

When you have completed all the questions, please sign this declaration.

I, am the authorised representative of:

..... (name of organisation)

To the best of my knowledge all the information I have provided on this application form is correct.

Signed Date

Please remember to enclose background information, where available, such as constitution, membership etc, and the financial position of the organisation (including a copy of the most recent accounts).