Beatrice Partnership Fund (Highland)

Application Form

**The deadline for submitting this application form is Wednesday 28th April 2021 at 12pm**.Please read the guidelines before completing this form. All sections must be completed, and applications must be returned electronically to Fiona Morrison, Community Fund Manager at [Fiona.morrison@sse.com](mailto:Fiona.morrison@sse.com) If extra space is required, a separate A4 document may be attached.

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| **Grant request: £** | | | | | **Total project cost: £** | | | | | | | | | | | |
| **Section 1:** About your organisation | | | | | | | | | | | | | | | | |
| Name of organisation | | | |  | | | | | | | | | | | | |
| Contact name | | | |  | | | | | | | | | | | | |
| Position in organisation | | | |  | | | | | | | | | | | | |
| Email address | | | |  | | | | | | | | | | | | |
| Website | | | |  | | | | | | | | | | | | |
| Telephone | | | | Daytime  Alternative | | | | | | | | | | | | |
| Correspondence address (including postcode) | | | |  | | | | | | | | | | | | |
| Organisation address (including postcode) | | | |  | | | | | | | | | | | | |
| Please provide some background information on your organisation, when it was set up and describe its main activities including any previous community projects you have carried out.  Maximum 150 words | | | |  | | | | | | | | | | | | |
| Which organisations (if any) provide a similar service locally? | | | |  | | | | | | | | | | | | |
| If applicable, what’s your charity number? | | | |  | | | | | | | | | | | | |
| How many members does your committee have? | | How many full-time staff do you employ? | | | | How many part time staff do you employ? | | | | How many members does your organisation have? | | | | | | |
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| **Section 2:** Financial information | | | | | | | | | | | | | | | | | |
| What’s your organisation’s main source of income? | | | |  | | | | | | | | | | | | | |
| Total income  last accounting year? | | | Total expenditure  last accounting year? | | | | Total Surplus/Deficit last accounting year? | | | | Current  unrestricted reserves | | | | | | |
| £ | £ | | | | | | £ | | | | | £ | | | | | |
| Please provide specific detail on why your reserves cannot be used for this project. | | | |  | | | | | | | | | | | | | |
| **Section 3:** Grant application | | | | | | | | | | | | | | | | | |
| Please describe the project you are looking for SSE to fund e.g.  What do you want to do?  How will you do this? (activities you will deliver, equipment needed, how it will be used)  Where will the project take place?  Who will manage project and carry out the work required?  Maximum 450 words | | | |  | | | | | | | | | | | | | |
| How does your project fill a ‘needs gap’ in your local area?  *Guidance Note –*  Where possible link this to local evidence e.g. NOMIS/local labour market statistics; Scottish Index of Multiple Deprivation data; Scottish Neighbourhood Statistics.  Maximum 300 words | | | |  | | | | | | | | | | | | | |
| How many people will benefit? Please tell us how you have worked this out.  Maximum 150 words | | | |  | | | | | | | | | | | | | |
| What are the intended outcomes of the project and how will you measure success?  *Guidance Note*   * Outcomes are the economic, social and/or environmental benefits/changes that you seek to make from your programme * Where possible make sure your outcomes are clear, achievable, specific and realistic. * Make sure your outcomes link logically to the needs gap you have identified. * Please limit the number of outcomes to a manageable number (we suggest no more than 5 outcomes)   Maximum 300 words | | | |  | | | | | | | | | | | | | |
| Will your project contribute to the local economy? If so, how?  Maximum 150 words | | | |  | | | | | | | | | | | | | |
| How will your project achieve one or more of the following priority themes:   1. **Creating opportunities**: Create or enhance opportunities for education and employment through activities focused on improving an individual’s chances of entering the work place or further professional development 2. **Empowering communities:** Empower fragile communities to become more resilient and to protect their vulnerable residents through measures which demonstrate long term social, environmental or economic improvements. 3. **Sustainable places:** Stimulate meaningful regeneration through actions which improve or enhance local infrastructure, landscape, biodiversity or heritage to make a lasting difference to the places we live, work and visit.   Maximum 300 words | | | |  | | | | | | | | | | | | | |
| Please describe how the community:   1. have been involved in the development of the project 2. have shown support for the project (e.g. letters of support, surveys, local fundraising etc) 3. will be involved in the implementation of the project   Maximum 150 words | | | |  | | | | | | | | | | | | | |
| Please provide, or attach separately, a full cost breakdown of the whole project and indicate which elements you are requesting from this fund. Please enclose quotes or evidence where possible. | | | | **Item** | | | | | | | **Total cost £** | | | | **SSE request £** | | |
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| **What other sources of funding have you applied for?** | | | | | | | | | | | | | | | | | |
| Name of funder | | | | Amount requested | | | | Application status | | | | | Date confirmed | | | | |
|  | | | | **£** | | | |  | | | | |  | | | | |
|  | | | | **£** | | | |  | | | | |  | | | | |
|  | | | | **£** | | | |  | | | | |  | | | | |
| If you have not applied for any other sources of funding, please give a reason for this. | | | |  | | | | | | | | | | | | | |
| Will you be contributing any of your own funds to the projects or undertaking local fundraising to help meet the costs? If so, please state how much and how these funds have been raised. | | | |  | | | | | | | | | | | | | |
| Is this a new project? | | | |  | | | | | | | | | | | | | |
| If your project is already running, please describe how it has been funded to date. | | | |  | | | | | | | | | | | | | |
| How will you sustain your project financially after the period of funding is finished?  Maximum 150 words | | | |  | | | | | | | | | | | | | |
| Does your project require any permits or planning permission? If so, are these in place? Please give details. | | | |  | | | | | | | | | | | | | |
| When does your project start/finish? | | | |  | | | | | | | | | | | | | |
| **If your grant is successful, please specify who the award should be made payable to. This must not be an individual’s bank account and must be an account where two signatories are required.** | | | | | | | | | | | | | | | | | |
| Account name | | | |  | | | | | | | | | | | | | |
| **Section 4:** Checklist | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | **Yes** | | | | | **No** | | | |
| We have appropriate procedures in place to carry out our project safely | | | | | | | | |  | | | | |  | | | |
| I can confirm this project doesn’t require retrospective funding | | | | | | | | |  | | | | |  | | | |
| If requested, I could provide the details of an independent referee | | | | | | | | |  | | | | |  | | | |
| I can confirm that any salary is paid at (or greater than) the Living Wage | | | | | | | | |  | | | | |  | | | |
| **I have included the following documents with my application:** | | | | | | | | | | | | | | | | | |
| A signed copy of the organisation’s constitution | | | | | | | | |  | | | | |  | | | |
| Recent bank statement (not more than six months old) | | | | | | | | |  | | | | |  | | | |
| The organisation’s latest annual accounts (independently verified) | | | | | | | | |  | | | | |  | | | |
| Project budget plan | | | | | | | | |  | | | | |  | | | |
| Business plan (or similar which provides background context on the project, organisational priorities and how you will achieve them) | | | | | | | | |  | | | | |  | | | |
| A copy of the organisation’s Child Protection/Vulnerable Adult Policy (if applicable) | | | | | | | | |  | | | | |  | | | |
| Quotes for relevant pieces of work | | | | | | | | |  | | | | |  | | | |
| Letters of support | | | | | | | | |  | | | | |  | | | |
| I have attached additional information with this application (please detail below) | | | | | | | | |  | | | | |  | | | |
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| **Declaration**  By submitting this application form to SSE Renewables you certify that the information contained in this application is correct, and that you, the contact person listed in Section 1, are authorised to make the application on behalf of the above group. You understand that decisions made by SSE Renewables are final.  **Data protection**  We will use the information you give us to help assess your application and administer any grant we award you. We may also use it to analyse our grant-making and for our own research. We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating our programmes. Such organisations and individuals may include the community advisory panel, local authority or an organisation employed by SSE Renewables to evaluate grant applications. More information can be found at www.sserenewables.com/communities/. We may also share information with other organisations providing matched funding.  Completed forms and accompanying information should be returned  electronically to [**Fiona.morrison@sse.com**](mailto:Fiona.morrison@sse.com) **by 12 Noon on Wednesday 28 April 2021** | | | | | | | | | | | | | | | | | |
| Date submitted | | | | | | | | |  | | | | | | | | |