Caithness Beatrice Community Fund

Large Project Proposal Form

Please read the guidelines before completing this form. All sections must be completed and applications must be returned 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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| **Section 1:** About your organisation | | | | | |
| Name of organisation | |  | | | |
| Contact name | |  | | | |
| Position in organisation | |  | | | |
| Website | |  | | | |
| Email address | |  | | | |
| Telephone | | Daytime  Alternative | | | |
| Correspondence address (including postcode) | |  | | | |
| Organisation address (including postcode) | |  | | | |
| What are the main activities of your organisation/what service do you provide? | |  | | | |
| If applicable, what’s your charity number? | |  | | | |
| In which Community Council area does your project take place | | ⃝ Sinclair’s Bay  ⃝ Wick  ⃝ Tannach and District  ⃝ Latheron, Lybster and Clyth  ⃝ Berriedale and Dunbeath | | | |
| **Section 2:** Your project | | | | |
| 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 lead the project? |  | | | |
| Please describe how the community :  a) have been involved in the development of the project  b) will be involved in the implementation of the project |  | | | |
| Is this a new project? |  | | | |
| If your project is already running, please describe how it has been funded to date. |  | | | |
| Can you give examples of other successful community projects you have carried out? |  | | | |
| Is your application to fund a position or salary? If so, can you confirm that the level of salary is at, or greater than, the Living Wage.\*  \*Please see the Fund Guidelines. |  | | | |
| How much are you  applying to SSE for? | | | How much does your project cost? | |
| **£** | | | **£** | |
| 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. | | |  | |
| When does your project start/finish? |  | | | |
| **Declaration**  By submitting this application form to SSE 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 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 to evaluate grant applications. More information can be found at www.sse.com/community/funds. 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) | | | | |
| Date submitted | | | |  |