**Community Support Application Form**

The purpose of The Pat Munro Foundation (PMF) is to support worthy community or disadvantaged group / individual causes, within the operational area of Pat Munro (Alness) Ltd.

**Who can apply?**

PMF are happy to accept applications from any individual or group, not restricted to registered charities, although project which could be seen as promoting any religious or political belief will not be supported.

**How are applications assessed?**

Each application will be scored against the following criteria:

1. Proximity to Pat Munro (Alness) Ltd operational area – to ensure we are helping our community first.
2. Beneficial effect of the project – how big a difference it will make to those affected (e.g. life-changing effect on application for an individual OR significant effect on larger number of individuals in the community).
3. Confidence of applicant ability to deliver the project – evidence of understanding of scale of project, that necessary permission can be gained and that delivery team is robust.
4. Wider efforts being made to raise funds / reduce costs – support will be prioritised to applications which can evidence this, unless there are justfiable reasons it is not possible (e.g. time urgency, specific disadvantaged group, etc)
5. Previous PMF support levels – presumption towards spreading funding to new causes.

**How much can I apply for?**

Funding awards are limited to £2000 per application, so that as many good causes can benefit as possible.

**How long will a decision take?**

Decisions on funding approval should be taken within 4 weeks of receipt of a fully completed application form.

**How will I be advised or the decision?**

You will generally be advised by email, unless otherwise requested.

**Can I appeal the decision?**

Yes. You should feel free to ask where your application did not score highly and, if you feel that was an ill-informed decision, we would encourage a revised application with more details.

**How will I receive the funds?**

For purely financial awards - funds will be transferred, within 1 week of approval, into the organisation / project specific bank account. If no organisation / project specific bank account exists, PMF can process project specific invoices to the approved value. In exceptional circumstances funds may be paid into third party bank accounts.

For discounted Pat Munro materials / services – works will be undertaken and invoiced in normal manner, with the approved level of support deducted.

**Application Form**

All sections must be completed and applications must be returned electronically [tpmf@patmunro.co.uk](mailto:tpmf@patmunro.co.uk?subject=Application%20Form). If extra

space is required, a separate A4 document may be attached.

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| **Section 1:** About the applicant | | | | | | | | |
| Name of organisation (if applicable) | | |  | | | | | |
| Contact name | | |  | | | | | |
| Position in organisation | | |  | | | | | |
| Website | | |  | | | | | |
| Email address | | |  | | | | | |
| Telephone | | | Daytime  Alternative | | | | | |
| Correspondence address (including postcode) | | |  | | | | | |
| What are the main activities of your organisation/what service do you provide? | | |  | | | | | |
| If applicable, what’s your charity number? | | |  | | | | | |
| Does your organisation require membership? | | |  | | | | | |
| How many members does your management committee have? | How many regular volunteers do you have in addition to your management committee? | | | How many full-time staff do you employ? | How many part-time staff do you employ? | | How many members does your organisation have? | |
|  |  | | |  |  | |  | |
| **Section 2: Project Details** | | | | | | | | | |
| Please explain the “need” you are looking to address as a result of this project, and provide evidence to support. | |  | | | | | | | |
| What are the projects details and how will it help address this need? | |  | | | | | | | |
| Does your project require any permits, permissions or insurances (e.g. planning permission, landowner permission, specific activity certification, public insurances, etc)? If so, please detail what they are and how they will be obtained. | |  | | | | | | | |
| How will you maintain/ sustain your project after the period of funding is finished? | |  | | | | | | | |
| How much are you  applying to PMF for? (Max. £2000 per request) | | How much does your project cost? | | | | | | | |
| **£** | | **£** | | | | | | | |
| Please provide, or attach separately, a cost breakdown of the project. Please enclose quotes or evidence where possible. | |  | | | | | | | |
| If PMF funding requested will not cover the full project costs, please explain how the balance is going to be made up, and how much these funds have yet to raised. | |  | | | | | | | |
| Who will manage project and carry out the work required? (if a group, please provide names of all involved) | |  | | | | | | | |
| How many people will benefit, and to what extent? For more than one person, please tell us how you have worked this out. | |  | | | | | | | |
| When would your project start/finish? | |  | | | | | | | |
| What will happen if we can’t award you this grant? | |  | | | | | | | |
| **Details of independent referee** | | | | | | | | | |
| Name | |  | | | | | | | |
| Telephone number | |  | | | | | | | |
| Organisation | |  | | | | | | | |
| Position | |  | | | | | | | |
| Relationship to your organisation | |  | | | | | | | |
| **If your grant is successful, please specify who the award should be made payable to.** | | | | | | | | | |
| Account name | |  | | | | | | | |
| **Section 4:** Checklist | | | | | | | | | |
|  | | | | | | **Yes** | | **No** | |
| We have appropriate procedures in place to carry out our project safely | | | | | |  | |  | |
| We have provided contact details of an independent referee | | | | | |  | |  | |
| I can confirm this project doesn’t require retrospective funding | | | | | |  | |  | |
| **I have included the following documents with my application:** | | | | | | | | | |
| A signed copy of the organisation’s constitution (if applicable) | | | | | |  | |  | |
| I have attached additional information with this application (please detail below) | | | | | |  | |  | |
|  | | | | | | | | | |
| **Declaration**  By submitting this application form 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 / individual. You understand that decisions made by PMF 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 PMF to evaluate grant applications.  Completed forms and accompanying information should be returned  electronically to: [tpmf@patmunro.co.uk](mailto:tpmf@patmunro.co.uk) | | | | | | | | | |
| Date submitted | | | | | |  | | | |