All sections must be completed and the form returned electronically to [admin@sfctrust.org.uk](mailto:admin@sfctrust.org.uk) or [pc@sfctrust.org.uk](mailto:pc@sfctrust.org.uk).

NB: Community Groups seeking a large grant must first submit this **Stage 1 Proposal Form**. If the Stage One Proposal is approved by the Trust and SSE, then a **Stage 2 Grant Application Form** will be issued to the applicant. This is the **Stage 1 Proposal Form.**

|  |  |
| --- | --- |
| **Section 1:** Your organisation | |
| Name of organisation |  |
| Contact name |  |
| Position in organisation |  |
| Website |  |
| Email address |  |
| Telephone | Daytime  Alternative |
| Correspondence address (including postcode) |  |
| Organisation address (including postcode) (if different to above) |  |
| Is this a private or business address? |  |
| Where does your organisation work? |  |
| What type of organisation are you?  (NB. You must be a constituted, not for profit group to qualify for a grant) |  |
| If applicable, what’s your charity number? |  |
| Please tell us about the main activities and services currently provided by your organisation. |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section 2:** Your project | | | | | |
| Please describe the project you are looking for SFCT to fund. Include a Project Title. | |  | | | |
| Please describe below who will benefit from your project (and how many people)? | |  | | | |
| Will this be a new project? | |  | | | |
| When does your project start/finish? | |  | | | |
| If your project is already running, how it is currently being funded? | |  | | | |
| Where will your project be based? | |  | | | |
| At what stage is your project at?  Eg. Ideas Stage, Pilot or Current Project | |  | | | |
| What is the total cost of your project?  If you cannot say precisely, please estimate | | **£** | | | |
| How much are you applying to SFCT for? | | **£** | | | |
| **Please give an estimated project cost breakdown including irrecoverable VAT.** | | | | | |
| Capital Costs |  | | Revenue Costs | |  |
| Building work | **£** | | Staff costs | | **£** |
| Furnishings & fittings | **£** | | Property costs | | **£** |
| Equipment | **£** | | Administration costs | | **£** |
| Vehicles | **£** | | Travel costs | | **£** |
| Other | **£** | | Other | | **£** |
| **Total** | **£** | | **Total** | | **£** |
| Additional information (or attach as appropriate) | |  | | | |
| **Declaration**  By submitting this **Stage 1 Proposal Form** to SFCT you certify that the information contained in this proposal 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 SFCT are final. You also accept that this proposal form, and any supporting documentation you submit with it to SFCT, shall be shared with SSE as community benefit funder, and that SSE will have the ability to comment/refuse consent to the proposal.  **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. We may also share information with other organisations providing matched funding.  **Completed forms and accompanying information should be returned electronically to** [**admin@sfctrust.org.uk**](mailto:admin@sfctrust.org.uk) **or** [**pc@sfctrust.org.uk**](mailto:pc@sfctrust.org.uk) | | | | | |
| Signed for and on behalf of the Proposer | | | |  | |
| Date submitted | | | |  | |

Please visit [www.stratherrickcommunity.org.uk](http://www.stratherrickcommunity.org.uk) to read the Trust’s Data Protection Policy and Privacy Statement.

Stratherrick and Foyers Community Trust Ltd is a company limited by guarantee, registered in Scotland SC270423, with its registered office at The Wildside Centre, Whitebridge IV2 6UN.

Large Grants to Community Groups Stage 1 Proposal Form 22Feb2020