

Grant Application

Form

Hudson Hirsell Fund

The Hudson Hirsell Fund (HHF) is administered by a sub-committee of Coldstream Community Trust (A Scottish Charitable Incorporated Organisation)
Scottish Charity No SCo27990

GRANT APPLICATION

Please read carefully the left-hand side guidance boxes before answering the questions on the right-hand side. It is vitally important your answers strongly match the questions.

If you are an organisation, please answer questions 1 to 19. If you are an individual, please answer questions 18 - 21.

For all applicants, please ensure that a responsible person approves and signs the form at the end and all the necessary documents are attached.

Guidance Note for Applicants	Questions
Please state the name of your organisation that appears on your letterhead, bank statement or website	1. Name of your organisation?
What is the postal address for your organisation	2. Postal address of your organisation?
If it is different from Q2	3. Address for Correspondence
Landline, Mobile, E-Mail.	4. Contact Details?
This is to let us know how much you want and when we will be asked to release the money. The sum inserted will usually be the net sum after your contribution.	5. How much are you applying to us for and when will you spend the money?
Tell us in a paragraph what your organisation's main purpose is.	6. Aims of your organisation?
If you have more than one aim, tell us what aim you struggle with. This may be related to	7. An aim that you wish to develop more?

Guidance Note for Applicants	Questions
your grant application.	
Useful background information that your organisation is regulated by OSCR.	8. Are you a charity?
This is your OSCR reference number.	9. If yes to Q8, please give us your charity number
If yes, then you need to declare this interest and name them.	10. Are any members of your organisation on the Board of Trustees of the Coldstream Community Trust or its Hudson Hirsell awards panel?
This is an essential requirement	11. Do you have an approved constitution or some other evidence that regulates your activities?
To help us assess how many people are likely to benefit from grant funding.	12. How many Coldstream and district people are members, or involved, with your organisation, or will benefit from your proposal?
This is your annual income and your annual expenditure	13. What is your average annual turnover?
This is to give us an idea that a grant would effectively help your finances, should your funds be limited	14. What are your current bank balances (all accounts)?

Guidance Note for Applicants	Questions
Please explain in no more than 50 words what you will spend the grant on.	15. What do you want a grant for?
Maximum 50 words please	16. How will it make a difference to your organisation?
Please give a full answer but no more than 300 words. Submit an additional page if needed.	17. How will the funding benefit the wider Coldstream community?
To give us an idea of how our funding could be part of a wider initiative and that you are not just relying on the HH Fund.	18. What financial contribution do you propose to make from your own funds or from other sources (Including Grant Funding). Please give details.
Please state how you will acknowledge the Hudson Hirsell Fund e.g. website, Facebook, twitter, press, annual report to members etc	19. How will you acknowledge Hudson Hirsell, if you are awarded a grant?
	QUESTIONS FOR INDIVIDUALS MAKING GRANT APPLICATIONS

Guidance Note for Applicants	Questions
Grants to individuals are not precluded, please give us your full details	20. Individuals - If you are applying for a grant as an individual, please give us your name, address, e-mail address, telephone number.
Please give us a very full answer but no more than 300 words here. Submit an extra page, if you wish. You must show convincing evidence that a grant would provide community benefit.	21. Individuals - What would your grant be for and how would it benefit you, but most importantly, the community as well?
For organisations only.	Have you included/appended key documents? <ul style="list-style-type: none"> • Constitution • Last set of financial accounts • Latest bank statement

DECLARATION:-

- **I have read the grant application guidance.**
- **I am an appointed official of the organisation named in Q1 and have authority to claim a grant or I am an individual with community benefit in mind.**
- **I have answered the questions honestly and as fully as possible.**
- **I have included/appended a copy of our latest constitution, financial accounts and bank statement.**
- **I confirm that where our organisation or project involves work with Vulnerable Groups we have fully compliant safeguarding policies and procedures in place.**
- **I confirm, that should we be awarded a grant, the cheque from Coldstream Community Trust should be made payable to the organisation in Q1.**
- **I confirm that the grant would be used for the purpose in Q15.**

- **I confirm that, should we be awarded a grant, I/we will provide the Hudson Hirsal Fund with a report on completion of the projects**

NAME OF PERSON RESPONSIBLE TO APPLICANT:

POSITION IN ORGANISATION:

SIGNATURE:

DATE:

Note:

Your grant application will be assessed by the next Hudson Hirsal Fund Panel and you will be notified of the decision of the sub-committee within 2 weeks of the meeting. Thank you for your grant application.