

**STIRLING ECONOMIC CROWDFUNDER GRANT APPLICATION FORM**

Please read the accompanying guidance notes. If you are satisfied your organisation and your project are eligible, then carefully complete each page of this application form, answer all questions, (Q1-Q12) and enclose all the necessary information in support of your application (see checklist below). You should note the Standard Terms & Conditions governing the award of the Crowdfund Stirling Grant. Additional specific Terms & Conditions may be imposed on some awards.

<b>Please complete this checklist; you must answer/enclose the following where applicable :</b>		Application forms that do not have all the required supporting documents may be returned, and decisions could be delayed.
Constitution or articles and memorandum		
Committee members or list of directors		
Permissions – planning, building control, roads, etc		
Policies – child, health and safety, equal opportunities etc		
Bank statement		
Organisation – Company Registration Certificate		
Business Plan – financial forecasts, market research, evidence of demand		
Insurance		
If VAT Registered; VAT Certificate		
If not VAT Registered; proof not registered, e.g. Letter from Organisation's accountants		
Confirmation of match funding if available		

**Standard Terms and Conditions governing the award**

1. The Grant is made to enable the Applicant to carry out the Project as detailed in their Application and the Award Letter; any changes may only be made with prior consent of Stirling Council. Any unspent grant, or part of grant, must be returned to the Council.
2. The Applicant must obtain adequate insurance, as relevant, to cover all material risks involved with the Project.
3. Stirling Council shall have no liability for any claim arising out of, or as a result of actions of the Applicant or its staff or agents, in connection with the Project.
4. The Applicant shall ensure that, in relation to the Project, they and anyone acting on their behalf shall comply with the relevant law, for the time being in force, in Scotland.
5. The Applicant shall submit final Monitoring & Evaluation reports on the Project as issued at the time of award, and allow access for monitoring visits as requested by Stirling council officers. Projects must be delivered & grant spent in full within 12 months of the award.
6. The Applicant shall ensure that there is public acknowledgement of the assistance provided by Stirling Council, using the Stirling Council logo on publicity materials and acknowledging the support in any press statements or other printed materials.

**Return your completed application form to: (please keep a photocopy for your own reference)**

Sarah Phillips, Economic Development Officer, Economic Growth, Culture, Tourism and Events, Stirling Council Offices, Old Viewforth, Stirling, FK8 2ET. Tel: 01786 233156 Email: [phillipss@stirling.gov.uk](mailto:phillipss@stirling.gov.uk)

**Data Protection** Please note that your personal information will only be used for the purpose of this form and will not be shared out with the Council without your consent. Under the terms of the Data Protection Act 1998 you are entitled to a copy of the information we hold on you.

Contact the Information Compliance Officer on 01786 442926 if you need to know anything else.

Please tick this box if you DO want your organisation to be added to the Community Engagement Team mailing list. Stirling Council is registered under the Data Protection Act 1998.

**Applicant Declaration**

**Applications must be signed to progress further; hard copies or scanned are both accepted**

The information we have given throughout this form is accurate and true.

We meet the banking requirements outlined above.

We understand and agree that the grant must be spent as specified within our application – any changes must first be agreed by Stirling Council.

We agree to identify and return any underspend to Stirling Council; we understand if the costs incurred are higher, supplementary applications will not be considered.

We have read and agree to abide by the Standard Terms & Conditions (front page) governing the award of Grants.

**Main Contact (this should be the same person as at Q2a)**

Signature ..... Date .....

Please print name and Position in group.....

**Second Contact (Director, Chair, Treasurer or Secretary who must be fully aware of this application)**

Signature ..... Date .....

Please print name and Position in group.....