Grant Awards Programme



Application Form (2025 - 2026)

## Section 1 - Details of your organisation

| **What we need to know.** | **Your response.** |
| --- | --- |
| Name of organisation |  |
| CVS Registration Number | NLC |
| Application completed by | Name |  |
| Position |  |
| Contact Telephone Number |  |

### Section 2 - About your organisation

| **What we need to know.** |
| --- |
| Which town(s) does your organisation operate within. (Please select from the drop-down list)Choose an item. |
| If you selected other combination, please provide the details here: |
| Is your organisation a member of a Community Board? [ ]  Yes [ ]  No |
| If yes, which community board(s). (Please select all that apply)  |
| [ ]  Airdrie [ ]  Bellshill [ ]  Coatbridge [ ]  Cumbernauld [ ]  Kilsyth and Villages [ ]  Motherwell [ ]  Northern Corridor [ ]  Shotts [ ]  Wishaw  |

| Is your organisation a member of any Community Board subgroups? [ ]  Yes [ ]  NoIf yes, please provide the details:

|  |  |
| --- | --- |
| **Community Board** | **Subgroup** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

 |

[ ]

## **Section 3 – About your application**

### 3.1 Thinking about the services / activities you plan to deliver. Will these be open to all?

###  [ ]  Yes [ ]  No

### 3.2 If not open to all - are your services / activities for the benefit of a specific audience / community of interest or membership? [ ]  Yes [ ]  No

Please provide details in the table below

|  |
| --- |
| For example – young people living in Craigneuk, older adults living in sheltered accommodation, unemployed men from Orbiston, young parents living in Cumbernauld, tenants, and residents in Langloan, BAME residents, adults affected by [insert], New Scots living in Gowkthrapple and so on. |
|  |
|  |
|  |
|  |
|  |

### 3.3 Do you plan to operate in, or deliver any services / activities directly in areas of poverty or deprivation? (Please refer to page 5 of guidance notes) [ ]  Yes [ ]  No

If yes, please list the communities in the table below

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

3.4 Please tell us how you intend to promote / target your services and activities?

|  |
| --- |
|  |

### **Section 4: Financial Information**

### Note:

### You can apply for a grant funding up to a maximum of £10,000. There are three categories of funding which can be supported. Each category has an upper limit, as follow:

|  |  |  |
| --- | --- | --- |
| Category | Limit | Value |
| 1. Facilities/Property Costs
 | Up to 25% of maximum award | Up to £2,500 |
| 1. Employee Costs

(Staffing and Volunteer costs) | Up to 25% of maximum award | Up to £2,500 |
| 1. Project and Activity Costs
 | Up to 100% of maximum award | Up to £10,000 |

***The total request cannot exceed £10,000***

4.1 How much funding are you requesting for:

|  |  |
| --- | --- |
| **Category** | **Amount** |
| Facilities/Property Costs | £ |
| Employee Costs:(Staffing and Volunteer Costs) | £ |
| Project and Activity Costs | £ |
| **Total:** | £ |

### 4.2 Does the total requested cover the full costs to deliver the projects and activities?

Yes[ ]

No[ ]

**£**

If no, what is the difference

4.3 Please tell us how you intend to make up the difference?

|  |
| --- |
|  |

4.4 Please provide a breakdown of your request

|  |  |
| --- | --- |
|  | **Facilities/Property Costs** |
|  | **Item (add one item per line)** | **Supplier / Venue**  | **Cost** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
|  | **Employee Costs: (Staffing and Volunteer Costs)** |
|  | **Description** | **Details** | **Cost** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
|  | **Project and Activity Costs** |
|  | **Item (add one item per line)** | **Details** | **Cost** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
|  |  | **TOTAL COST:** |  |

### **Section 5: Projects and Activities**

What projects and activities will be delivered

|  |
| --- |
| **Project / Activity 1** |
| **Project / Activity Name**  |  |
| **5.1 Provide a brief overview of the project / activity** |
|  |
| **5.2 Provide a brief overview as to why this is needed?** |
|  |
| **5.3 Tell us how this project / activity will contribute to the** [**LOIP priorities**](http://www.northlanarkshire.gov.uk/your-community/working-communities/your-area/local-outcome-improvement-plans-loips)*Note – for area specific organisations this should be the priorities for your area. For organisations covering multiple areas, this can be the local priorities, or the crosscutting priorities listed (please refer to the guidance notes).* |
| **LOIP priority and/or crosscutting LOIP priorities** | **Description** |
|  |  |
|  |  |
|  |  |
|  |  |
| **5.4 If you have been unable to answer the section above, please tell us how this project / activity will contribute to other important plans such as** [**The Plan for North Lanarkshire**](http://www.northlanarkshire.gov.uk/sites/default/files/2020-10/The%20Plan%20for%20NLC%20v.3%20accessible.pdf) **/** [**strategies**](https://www.northlanarkshire.gov.uk/your-council/council-strategies-and-plans/council-strategies) **/ service priorities / third sector planning groups / Health and Social Care Community Solutions / forums etc.***(Please refer to the guidance notes), this list is not exhaustive, and you do not need to give examples for all of them. Think about what you contribute the most too.* *Note: If you have already answered the LOIP section above, you can choose to answer this section, but this is not compulsory.*  |
| **Contribution to** | **Description** |
|  |  |
|  |  |
|  |  |
|  |  |
| **Project / Activity 2** |
| **Project / Activity Name**  |  |
| **5.1 Provide a brief overview of the project / activity** |
|  |
| **5.2 Provide a brief overview as to why this is needed?** |
|  |
| **5.3 Tell us how this project / activity will contribute to the** [**LOIP priorities**](http://www.northlanarkshire.gov.uk/your-community/working-communities/your-area/local-outcome-improvement-plans-loips)*Note – for area specific organisations this should be the priorities for your area. For organisations covering multiple areas, this can be the local priorities, or the crosscutting priorities listed (please refer to the guidance notes).* |
| **LOIP priority and/or crosscutting LOIP priorities** | **Description** |
|  |  |
|  |  |
|  |  |
|  |  |
| **5.4** **If you have been unable to answer the section above, please tell us how this project / activity will contribute to other important plans such as** [**The Plan for North Lanarkshire**](http://www.northlanarkshire.gov.uk/sites/default/files/2020-10/The%20Plan%20for%20NLC%20v.3%20accessible.pdf) **/** [**strategies**](https://www.northlanarkshire.gov.uk/your-council/council-strategies-and-plans/council-strategies) **/ service priorities / third sector planning groups / Health and Social Care Community Solutions / forums etc.***(Please refer to the guidance notes), this list is not exhaustive, and you do not need to give examples for all of them. Think about what you contribute the most too.* *Note: If you have already answered the LOIP section above, you can choose to answer this section, but this is not compulsory.* |
| **Contribution to** | **Description** |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **Project / Activity 3** |
| **Project / Activity Name**  |  |
| **5.1 Provide a brief overview of the project / activity** |
|  |
| **5.2 Provide a brief overview as to why this is needed?** |
|  |
| **5.3 Tell us how this project / activity will contribute to the** [**LOIP priorities**](http://www.northlanarkshire.gov.uk/your-community/working-communities/your-area/local-outcome-improvement-plans-loips)*Note – for area specific organisations this should be the priorities for your area. For organisations covering multiple areas, this can be the local priorities, or the crosscutting priorities listed (please refer to the guidance notes).* |
| **LOIP priority and/or crosscutting LOIP priorities** | **Description** |
|  |  |
|  |  |
|  |  |
|  |  |
| **5.4 If you have been unable to answer the section above, please tell us how this project / activity will contribute to other important plans such as** [**The Plan for North Lanarkshire**](http://www.northlanarkshire.gov.uk/sites/default/files/2020-10/The%20Plan%20for%20NLC%20v.3%20accessible.pdf) **/** [**strategies**](https://www.northlanarkshire.gov.uk/your-council/council-strategies-and-plans/council-strategies) **/ service priorities / third sector planning groups / Health and Social Care Community Solutions / forums etc.***(Please refer to the guidance notes), this list is not exhaustive, and you do not need to give examples for all of them. Think about what you contribute the most too.* *Note: If you have already answered the LOIP section above, you can choose to answer this section, but this is not compulsory.* |
| **Contribution to** | **Description** |
|  |  |
|  |  |
|  |  |
|  |  |

### **Section 6: Additional Information**

6.1 Generally, what difference will the funding make to your organisation and/or community?

|  |
| --- |
| *Provide a brief description of how the funding will make a difference?* |
|  |

6.2 Please indicate if your organisation provides services or support to any of the following protected characteristic groups:

Disabled people and people with long-term conditions [ ]

Black and minority ethnic people [ ]

Lesbian, gay, bisexual, and transgender people [ ]

People with a specific religious belief (or beliefs) [ ]

People of a specific gender (e.g., single sex activities) [ ]

6.3 Will you be working in partnership with any other organisation or agencies to deliver any of the projects / activities? (these can be national organisations or partnerships unique to your own organisation) [ ]  Yes [ ]  No

|  |
| --- |
| *If yes – please tell us who the organisation is and the nature of their contribution* |
|  |

6.4 Thinking overall about your proposed projects / activities, tell us the number of people you expect to participate (estimate if necessary).

|  |  |
| --- | --- |
| **Children under the age of 12 years** |  |
| **Young people aged 12 to 25 years**  |  |
| **Adults aged 26 – 50 years** |  |
| **Adults aged 51 years plus** |  |

### 6.5 How is your organisation best placed to deliver the projects and/or activities?

|  |
| --- |
| *Describe the specific skills, abilities, or expertise your organisation has which will enable you to achieve success* |
|  |

### 6.6 If we are unable to fund your entire request, how will you manage the funding shortfall?

|  |
| --- |
|  |

### 6.7 Successful applicants will be required to monitor and evaluate the impact of the funding. Depending on the funding level this will may include the completion of an end of funding report and / or case study.

### Please tell us the internal processes that you will use to monitor and evaluate the project and the impact of the funding? *(This information may also be requested)*

|  |
| --- |
|  |

##

## **Section 7 - Signature**

### **7.1 Signature**

This application must be signed by a member of the organisation’s board of directors or trustees or by a committee office bearer.

Your signature is confirmation that the information contained within this application and any

accompanying attachments is accurate and that you agree to comply with the general terms of the grant as described in the guidance notes.

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Signature** |  |
| **Date** |  |

**UKGDPR / General Data Protection Regulation**

The data you supply to us will be held and processed under the terms of the UKGDPR and the Data Protection Act 2018. The information you provide will be held electronically. It will only be used to enable a decision to be made about whether a grant to your group or organisation may be approved. We might give copies of all or some of this information to individuals and organisations we consult with when assessing applications, administering the programme, monitoring grants, and evaluating funding processes and impacts. We might use data you provide for research purposes. We recognise the need to maintain the confidentiality of vulnerable groups. Individual recipients of the grants/programmes will not be identified but the organisations in receipt of funding may be.

**Initial Eligibility Checklist (To be completed by NLC Officers only)**

| **Documents held** |  |
| --- | --- |
| A signed and dated copy of **Constitution** or **Memorandum and Articles of Association**. | Yes [ ] No [ ]  |
| A copy of your most recent **Bank Statement** showing the account name, account number and sort code. | Yes [ ]  No [ ]  |
| A copy of the organisation’s most recent, fully signed, independently examined annual accounts covering the last full year of your operation. | Yes [ ] No [ ]  |
| A completed **Bank Mandate Form**  | Yes [ ] No [ ]  |