



## SITA TAYSIDE BIODIVERSITY ACTION FUND

21.12.2005

Ref number  
(for office use only)

# Application Form

For more information telephone 0845 605 2000

Please refer to the guidance notes before completing the form. Please type or complete in black ink. This form is also available on-line at [www.taysidebiodiversity.co.uk](http://www.taysidebiodiversity.co.uk) or [www.pkgrantsdirect.com](http://www.pkgrantsdirect.com). If you want to provide more detailed information please use an additional sheet.

### Section 1 – General information about you

1 What is the name of your group? *(please refer to question 24)*

2 Name, address, telephone, email *(if available)* for correspondence

3 What is the purpose/main activities of your group?

4 What type of group are you? *(please tick)*

Not constituted group

Constituted but not recognised as a charity

Constituted and recognised as a Charity by the Inland Revenue

Charity number

Constituted and enrolled with Entrust

Entrust number

Constituted and registered for VAT

VAT number

School

Other *(please specify)*

5 Where does your group normally meet and how often?

6 Which geographical area does your group service?

- 7 Do you have a formal constitution or set of rules? Yes  No   
If No, do you require assistance? Yes  No

*If Yes, please enclose a copy and list of office bearers (eg Chairperson, Treasurer, Secretary) with contact details.*

## Section 2 – What you propose to do

- 8 What type of grant are you applying for?

Revenue

Capital (*Please fill this form **and** the Additional Information Form for a Capital Grant*)

- 9 What is the name of the project?

- 10 Please indicate what you propose to achieve, how you know there is a need and if this application is not successful, what effect would that have?

- 11 Who are the main beneficiaries and in what way? How will they know about the project?

0-24

25-59

60 plus

All ages

- 12 Please describe the activities planned and how you will know that you are making progress?

- 13 When do you want to start and finish?

- 14 What support do you have from the local community? Do you have local partners involved?

- 15 Please tell us how will you know that your project is a success? Has it achieved specific UKBAP or TLBAP targets (specify targeted species or habitats)? How will you evaluate it?

16 For Events, please estimate the number of participants

	17 years plus	under 17 years
Perth and Kinross		
Angus		
Dundee		
Tayside (as a whole)		
Outwith Tayside		
<b>Total</b>		

### Section 3 – Financial information

17 Please give a breakdown of the total costs for your project  
(Please refer to Additional Information Form if you are applying for a Capital Grant)

Item	£
<b>TOTAL</b>	

18 How much are you applying for?

19 Contribution from your group (not including awards from other funding bodies)

Cash	<input type="text"/>	£	<input type="text"/>
'In kind'	<input type="text"/>	£	<input type="text"/>

20 Sources of funding from other funding bodies (please give details)

Funding body	Amount	Date of application	Success	Pending
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

21 Do you charge users? Yes  No  If yes, how much?

22 Fundraising activities

Activity	£
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<b>Total per annum</b>	£ <input type="text"/>

23 Please give information relating to your most recent annual accounts

Account year ending (date/month/year)	<input type="text"/>
Total (gross income)	£ <input type="text"/>
Minus total expenditure	£ <input type="text"/>
Equals surplus/deficit for the year	£ <input type="text"/>
Savings (reserves, cash or investments)	£ <input type="text"/>

24 Do you have a bank account in the name of the group as stated in question 1?

Yes  No

25 If yes to question 24, who from your group can sign cheques for this account?

Name  Position

Name  Position

## Section 4 – Health & Safety

26 Do you have public Liability Insurance? Yes  No

27 If you have employees, so you have Employers Liability Insurance? Yes  No

28 If your group provides services for children or young people do you have in place a Child Protection Policy? Yes  No

If yes, please provide a copy. If no, do you need assistance? Yes  No

## Section 5 – Completion

29 A member of your group must sign this application. I agree to take responsibility for ensuring that this organisation abides by the conditions of the funding bodies providing financial support.

Signature

Position  Date

**Important: Your application can only be processed if all the questions on this form are completed, the form is signed by an appropriate person, and we receive all the necessary documents. Please use this checklist to make sure you are sending us everything we need to consider your application.**

All questions are answered completely

You **must** enclose:

A copy of your constitution or set of rules, dated and signed as 'adopted' by your group and a list of office bearers with contact details

A copy of your most recent Annual Accounts, dated and signed as approved

Or

If you are a new group, a statement of estimated Income/Expenditure for the first year

Copies or quotations for the project

If you apply for a Capital Grant:

A completed additional information form for a Capital Grant

A copy of the title or lease of the facilities

A location plan and sketch plan of the proposed building work

A statement, certified by the Treasurer, of the total resources of the applicant at the date of the application, including capital held on trust, or otherwise

A copy of this application form has been kept for your reference

**Please return completed form with enclosures to: SITA Tayside Biodiversity Action Fund  
c/o Perth & Kinross Grants Direct, 2 High Street, PERTH PH1 5PH Tel 0845 605 2000**