



Group Application

Please read the guidelines carefully before completing the application form.

Application forms and guidelines will be updated periodically, please ensure you have the latest version.

Please fill in all sections of this form.

If you need assistance with applying to the fund or are struggling with the application form, please contact the Local Development Officer.

Email: lybsterandtannach@outlook.com

Telephone: 07478667068

1. About your organisation

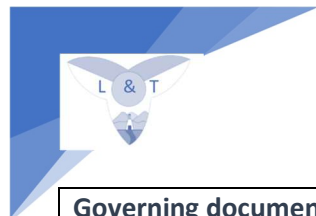
How we use your information

We will use the information you give in this application to help us assess your request for funding.

We will also use the information to administer any grant we award you.

We may also use your information to review our grant-making and for our own records. We may give copies of this information to individuals and organisations we consult when assessing applications. We may share information with other funders

Name of Organisation	
Name of responsible person	
Role in the Organisation	
Organisation address	
Correspondence address	
Email address	
Telephone number	
What are the main activities of your organisation	
Please provide a brief background on your organisation	



Governing documents

Please submit a copy of your constitution or governing document

What year did you establish	
What is your charity number	
What is your company number	

How many on your management committee	How many members do you have	How many staff full time	How many staff part time	How many volunteers do you have

2. Financial information

Financial information for submission.

Please send us.

A copy of your latest audited accounts or for new groups a copy of your current balance sheet

A copy of your latest bank statement

Total income last year	
Total surplus /deficit last year	
Unrestricted reserves	
List what restricted reserves are held for	

Account signatories.

To check signatories on the bank account are where possible unrelated please list all signatories.

Treasurer (signatory)	
Signatory 2	
Signatory 3	

3. Your request

Tell us more about your project.

Let us know how you have achieved the best cost for this project.

What do you aim to achieve, what goals have you set?

Let us know how you will measure if you have achieved your aims / goals.



Give details of support letters consultation Any surveys conducted.

What activity do you require funding for?	
Which of the funding Criteria or priorities does this meet?	
How have you identified the need for this project?	
What local evidence do you have to show support for this project	
How does this project represent value for money?	
What do you aim to achieve delivering this project	
How will you measure your success	
How many people will benefit from this project? Explain how you have calculated this number.	

4. How much will your project cost

How much will your project cost and how much would you like us to fund?

- Include the cost of everything you need for your project, even if you're not asking us to fund it.
- Include copies of quotes and relevant course documentation.
- Be as detailed as you can, give a short description beside each cost.
- Use a different row for each item.
- Only include VAT if you or your organisation cannot recover it.

Item	Amount

Total

Amount requesting from Lybster and Tannach



Other Sources of funding

Name of Fund	Amount requested	Confirmed funding	Date of response

Are you contributing from your own funds?	Yes		No	
---	-----	--	----	--

If you are not contributing towards the project, please explain why.	
--	--

When does your project start?	
-------------------------------	--

5. Checklist

Signed copy of the organisation's constitution	
Audited accounts	
Quotes	

Declaration

By submitting this application form to Lybster and Tannach you declare the information contained in this application is correct to the best of your knowledge and that you, the contact person listed above are authorised to make the application on behalf of the above-named group. All decisions made by Lybster and Tannach are final, no correspondence will be entered in dispute of the final decision. Advice and feedback will be given on request from the LDO.

Date electronically submitted.