

GRANT APPLICATION GUIDELINES

BACKGROUND

The Trust is an endowment trust which was established by the international philanthropist Andrew Carnegie in 1903 to add value to the lives and environment of the community of Dunfermline, Fife, where he was born and passed his childhood. The Trust is one of over twenty Carnegie trusts and institutions established worldwide and is governed by Royal Charter with a Board of twenty trustees.

WHO CAN APPLY

The geographic area covered by the deeds of the Trust is defined as Dunfermline and its environs. Applicants must be based in or intending to use the funds for the benefit of this area. This can include sports clubs and schools, voluntary sector organisations, clubs and societies and environmental and community development.

WHAT WE GIVE GRANTS FOR

Projects, activities and schemes with social, community, educational, cultural, sporting and recreational purposes for the benefit of those within the defined geographic area of the operation of the Trust. We look for proposals that are innovative and far reaching together with those that particularly impact on young people. We are also interested in active partnerships where organisations decide to work together and adopt a joint approach. Additional Guidelines are available for schools. Start up funding is offered on a one off basis.

WHAT IS NOT LIKELY TO BE FUNDED

Individuals; closed groups (with the exception of those catering for specialist needs); political, military or sectarian bodies; activities outwith the geographic scope of the Trust; medical organisations; routine running or salary costs; and costs which are the responsibility of a statutory body.

TYPE OF FUNDING

Principally single grants with occasional capital funding. A typical grant lies between £300 and £10,000. The Trust does not usually provide annual recurrent funding for events, schools, clubs and societies but welcomes applications which will open up opportunities and add value as widely as possible.

APPLICATION PROCESS

Trustees meet every two months and applications can be submitted at any time. Application forms are available from the website or the office but submission of an initial outline and discussion with the Grants Officer is encouraged. Where possible applications will be acknowledged and further information may be sought. Once all the necessary background is available the application will be considered by the appropriate assessing Trustee in the first instance who will decide if a grant under delegated powers is applicable, if it should go to the Board, or if it is not suitable to progress. When a grant is awarded the recipient will be notified in writing of any related terms and conditions which apply. These will include the take up of the grant within a twenty-four month period. If an application is unsuccessful the Trust is unlikely to consider a further application within twelve months.

OTHER INFORMATION

The Trust welcomes acknowledgement of its funding in the press and in the organisation's own publicity as appropriate. Logos can be made available for this purpose. Photographs and other material with the relevant consents are helpful for inclusion in the Trust's annual report. The Trustees also look for feedback on how a grant has helped.

CARNEGIE DUNFERMLINE TRUST

APPLICATION FORM

Please complete all sections and ensure form is signed. Please print.

A. INFORMATION ABOUT YOUR ORGANISATION

1. Name of Organisation/Project

Name of Person to contactPosition

Address for correspondence

Post Code

Telephone Number(s). Please give area code as well as the number:

Daytime Evening

Email

2. BRIEFLY DESCRIBE THE AIMS AND ACTIVITIES OF YOUR ORGANISATION:

[including the geographic area covered in your work]

What kind of organisation are you? (more than one may apply)

- Registered Charity Charity Number:.....
- Company limited by guarantee Company Number:.....
- Local Branch of a National Charity
- Voluntary Organisation
- Not for profit club
- Partnership, please describe:
- Other, please describe:

When was the organisation set up?

Are you a Membership Organisation: Yes No

Number of adult members:

Number of junior members:

Subscription rate/s:

Government/Local Authority grants	£	
Grants from other grant making trusts (please state)	£	From
Other sources (please state)	£	From

8. HOW MUCH ARE YOU REQUESTING FROM THE TRUST?

£

9. PLEASE GIVE A BREAKDOWN OF PROJECT COSTS/EXPENDITURE:

..... £

..... £

..... £

..... £

..... £

..... £

..... £

..... £

..... £

..... £

10. WHAT IS THE TOTAL ANNUAL INCOME AND EXPENDITURE OF YOUR ORGANISATION FOR THE LAST FINANCIAL/CALENDAR YEAR?

From..... to.....

Income £..... Expenditure £

Please attach statement of income & expenditure or accounts, if these are available.

11. HAVE YOU APPLIED TO US FOR A GRANT BEFORE?

Yes No N/A

If so, were you successful? Yes No N/A

When was the grant awarded?.....

If a grant has been awarded previously, what did the grant enable you to do?

Was it adequate and did you think your project was successful?

C. REFEREE

12. PLEASE GIVE DETAILS OF SOMEONE WHO COULD BE APPROACHED AS A REFEREE AND WHO WOULD BE ABLE TO COMMENT ON THE GENERAL APPROPRIATENESS OF THE APPLICATION, IF REQUIRED.

Name

Address

Tel No:..... email address.....

DECLARATION – TO BE COMPLETED BY ALL APPLICANTS

Data protection

In submitting this form you are confirming you have the written agreement and permission of any individuals identified in your application to pass their personal information to the Carnegie Dunfermline Trust, who will hold and process their personal data in accordance with all current data protection legislation. By signing this form you confirm that you are happy for us to retain your information to be processed in accordance with the Data Protection Act 1998 and General Data Protection Regulation.

We will use this information only for the purposes of assessing your application, managing or monitoring any grant awarded, related administration or research purpose. Data may be retained for up to 8 years, after which time it will be destroyed in accordance with our data retention policies. If we award a grant, we may use personal data that identifies you, such as names and photographs, in our website, annual report and social media pages.

We wish to take good care of personal data, and only process personal data necessary for our purposes. For this reason we strongly advise that you do not provide details of third party named or identifiable individuals (e.g. their job title, connection to your organisation, physical attributes or other description etc) either in details of beneficiaries aided, in case studies provided, or in any other information.'

Should you have particular reasons why such information should be provided to us, please contact us before sending us the information. Information that is provided in excess of our application guidelines will not be read, and will be destroyed on receipt, in order to assist us in managing data securely and appropriately.

When you have completed all the questions, please sign this declaration.

I,..... am the authorised representative of:

.....(name of organisation)

To the best of my knowledge all the information I have provided on this application form is correct.

Signed..... Date

Please remember to enclose background information, where available, such as constitution, membership etc, and the financial position of the organisation (including a copy of the most recent accounts).