



Transmission Regional Fund

Sample Application Form v1.0

Document Classification | **Public**



TRANSMISSION

Sample Application Form

Please note that this is a sample application form which can be used to support applicants when preparing answers. Final applications **must** be completed via the [online form](#). Any applications sent via email will not be considered.

Section 1: About your Organisation

| Questions | Guidance |
|--|---|
| Forename | |
| Surname | |
| Name of organisation | |
| Your position within the organisation | |
| What is your charity registration number (if applicable) | If you are a registered charity in Scotland, the OSCR website can provide you with your registered charity number, registered address and information about the charity objectives. |
| If your organisation has a website, what is your web address? | |
| Email address | |
| What is the best telephone number to reach you on? | |
| Correspondence address | |
| Postcode | |
| When was your organisation established? | |
| Please provide background information on your organisation, when it was set up and describe its main activities, including any previous community projects you have carried out. | |
| Which organisations (if any) provide a similar service locally? | |
| Does your organisation have at least three unrelated people serving on the management committee/board? | Yes / No To be eligible for the fund, organisations must have at least three unrelated people serving on the management committee/board. |
| Does your organisation require membership? | Yes / No |
| How many members does your management committee have? | |
| If any, how many regular volunteers does your organisation have? | |
| If any, how many full-time staff do you employ? | |
| If any, how many part-time staff do you employ? | |
| If any, how many members does your organisation have? | |

Section 2: Financial Information

| Questions | Guidance |
|---|---|
| What was your organisation's total income last accounting year? | For any new groups, please tell us your projected income for your first year. |
| Were you in a surplus or deficit in the last accounting year? | Surplus / Deficit |
| What was the total value of your surplus or deficit last accounting year? | |
| What, if any, are your current unrestricted reserves? | |
| Can you please explain why your reserves can't be used for this project? | |

Section 3: Grant Application

| Questions | Guidance |
|--|---|
| Please provide a 25-word summary of the project you wish to be funded. | |
| What is the value of the grant you are requesting from us? | Please provide the value in pounds (£). |
| What is the total value of the overall project? | Please provide the value in pounds (£). |
| Please describe the project you are looking for funding for. What does your project seek to achieve, and how do you plan to achieve this? | Please outline the activities, necessary equipment, their intended use etc. |
| How will you monitor progress and evaluate the success of the project? | |
| Where will the project take place, and who will benefit from it? | |
| How many people do you expect to benefit from this? | |
| Who will manage your project? | |
| How have you identified the need for a project within your area? | Where possible, please support your response with local evidence, such as NOMIS/local labour market statistics, Scottish Index of Multiple Deprivation data, or Scottish Neighbourhood Statistics. |
| What are the intended outcomes of your project, and how do you plan to measure its success? | <ul style="list-style-type: none"> • Outcomes should reflect the economic, social, and/or environmental benefits or changes your project aims to achieve. • Ensure your outcomes are clear, specific, realistic, measurable, and achievable. • The outcomes should logically align with the needs gap you have identified. • Please limit your outcomes to a manageable number (we suggest no more than 5). |
| Our sustainability approach aligns with the UN Sustainable Development Goals (SDGs), which serve as a shared blueprint for peace and prosperity for both people and the planet. This fund most closely aligns with 8 of these goals. Please review these and outline the main goal | <p>This fund most closely aligns with the following goals:</p> <ul style="list-style-type: none"> • 1. No Poverty – supporting to reduce fuel poverty across the region. • 3. Good Health and Wellbeing – improving people's wellbeing, physical |

| | |
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| <p>your project will support or have an emphasis towards. If you wish, you may also outline any secondary goals.</p> | <p>and emotional health, for example, by running activities which bring people together and connect them to their community.</p> <ul style="list-style-type: none"> • 4. Quality Education – supporting people to enter work or helping community members learn new skills. • 7. Affordable and Clean Energy – supporting the community to have access to affordable and modern energy. • 8. Decent Work and Economic Growth – enhancing the local economy, e.g. employing people across the region, the development or social enterprise activities, the increase of tourism. • 10. Reduced Inequalities – providing support and resources for those in the community impacted by poverty and hardship. • 11. Sustainable Cities & Communities – enhancing the community through the improvement of assets or connection of individuals to their community and culture. • 15. Life on Land – helping the local environment. |
| <p>Does your project contribute to the local or regional economy? If so, please explain how?</p> | |
| <p>Please describe your community's involvement with the project.</p> | <ul style="list-style-type: none"> • How they have participated in the development of the project? • How they have demonstrated support for the project (e.g. through consultations, letters of support, surveys, local fundraising, etc.)? • How they will be involved in the implementation of the project? |
| <p>How do you plan to sustain your project financially once the funding period has ended?</p> | |
| <p>If your project is already in operation, please describe how it has been funded so far.</p> | |
| <p>Does your project require any permits or planning permission? If so, are these already in place? Please provide details.</p> | |
| <p>Please provide details of any other sources of funding you have applied for.</p> | <ul style="list-style-type: none"> • Names of funders • Amount requested • Whether funding has been confirmed • If so, the date it was confirmed |
| <p>When will your project start?</p> | |
| <p>When will your project finish?</p> | |

Section 4: Compliance Checklist

| Questions | Guidance |
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| We have appropriate procedures in place to carry out our project safely | To be eligible for the fund, applicants must confirm compliance with these statements. |
| I can confirm the organisation has at least three unrelated people serving on the management committee/board | |
| I can confirm this project does not require retrospective funding | |
| If requested, I could provide details on an independent referee | |
| I can confirm that any level of salary paid is at, or greater than, the Living Wage | |

Section 5: Upload your Documents

| Required Documents | Additional Documents |
|---|--|
| <ul style="list-style-type: none"> • Signed copy of your organisation's constitution • Your organisation's latest annual accounts (independently verified) • Bank statement belonging to your organisation within the last 3 months • Project budget plan • Detailed cost breakdown of the entire project, specifying which elements you are seeking funding for from this fund. Where possible, include quotes of supporting evidence | <ul style="list-style-type: none"> • If your organisation's constitution requires you to hold an AGM, please upload a copy of the latest AGM minutes (if applicable) • Business Plan (or similar document which provides context on the project and organisational priorities, explaining how you will achieve them) (optional) • Three quotes for relevant pieces of work (if applicable) • Copy of the organisation's Child Protection/Vulnerable Adult Policy (if applicable) • Letters of Support (if applicable) • Any other relevant documents you believe would support the application (if applicable) |