 **The Stella Moffat Charitable Trust**

**The Stella Moffat Charitable Trust was created in 2005 by the Community Councillors for North Berwick to administer the money which Miss Stella Moffat left for the benefit of the townspeople of North Berwick, when she died in 2001,. The Trust Deed was registered in the Books of Council and Session on 16 August 2005 and the Trust is registered as a charity in Scotland with the number SC037030.**

**NOTES FOR GUIDANCE**

Applications for Grant are considered in May and November of each year by the Trustees of the Stella Moffat Trust (who are the members of the North Berwick Community Council). Completed applications to be considered at these meetings should be submitted by 21st April or 21st October respectively.

In assessing applications for grant, the Trustees will take the following factors into account:

1. the value and extent of the service provided to the community of North Berwick arising from the project;

2. the proposed involvement of young people or assistance for the elderly or any special needs groups.

3. steps already taken by applicants to advance the project for which grant is sought; and the level of voluntary effort involved in the project as a whole

4. evidence that the project has the support of the local community and the members of any organisation involved in it.

5. steps taken to ensure that value for money is obtained from expenditure on the project. (for example, production of competitive estimates, specification of quality of goods and services)

Where projects span more than one year, grant to successful applicants will normally be paid in annual instalments and grant for second and subsequent years will be dependent upon a satisfactory report being submitted to the Trust on the work carried out under grant in the previous year.

You can provide all or part of the information sought in the attached form in your own document but if you do so please ensure that you have covered all the information requested.

If you have any questions relating to grants from The Stella Moffat Trust or any queries about completing your application, please contact the Trust’s factor:

Edward Danks, Paris Steele W.S., 35 Westgate, North Berwick, EH39 4AG

Tel 01620 892138 Email edanks@parissteele.com

**Application for Grant from the Stella Moffat Trust**

**A. INFORMATION ABOUT YOUR ORGANISATION**

|  |  |
| --- | --- |
| Name of Organisation/Project |  |
| Year established |  |
| Name of Applicant |  |
| Position |  |
| Address for correspondence |  |
| Post Code |  |
| Telephone Number(s). |  |
| Email |  |

|  |
| --- |
| Briefly describe the aims and activities of your organisation indicating whether any services  provided are for the general public or restricted (e.g. to members) and including the geographic area  covered |
|  |

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| What kind of organisation are you? (more than one may apply) |
| □ Registered Charity  □ Local Branch of a National Charity  □ Company limited by guarantee  □ Voluntary Organisation  □ Not for profit club  □ Other, please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| Are you a Membership Organisation | YES/NO |
| If yes what are your membership numbers | \_\_\_\_\_\_ adult members  \_\_\_\_\_\_ junior members |

|  |
| --- |
| To qualify for grant your organisation should normally have the following, please tick to  confirm. |
| □ A governing or management committee  □ A bank or building society account  □ A constitution/governing document  □ Annual Accounts |

**B. INFORMATION ABOUT THE PROJECT OR WORK FOR WHICH A GRANT IS REQUESTED.**

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| --- |
| Please describe fully the specific purposes for which grant is sought, the benefits to be realised,  in particular for the community of North Berwick, and the timescale in which these will be  achieved. Please explain how this proposal will take account of the factors in the associated notes  for guidance**.** |
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| Who will be your main beneficiaries? |
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| --- |
| When would the project start? |
|  |

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| --- |
| When would the project end? |
|  |

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| --- |
| What is the total estimated cost of this project? |
| *(if project expenditure will span more than one financial year indicate sum required in each year)*  1st year £…………… 2nd year £……………. 3rd year £……………. |

|  |  |
| --- | --- |
| How much of this money have you applied for from: [If applicable]  *Please also indicate if this has been agreed, refused or is yet undecided*  *Please also note that if additional funding has been agreed, you must provide written evidence in support.* | |
| Government/Local Authority Grants | £ |
| Capital Reserves | £ |
| Fundraising | £ |
| Other grant-making trusts | £ |
| Other (please specify) | £ |

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| --- |
| How much are you requesting in total from the Trust? |
| *Breakdown by financial years (if appropriate)*  *1st year £…………… 2nd year £……………. 3rd year £…………….* |

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| Please give a breakdown of project costs/expenditure: |
| ………………………………………………………………… £ …………  ………………………………………………………………… £ …………  ………………………………………………………………… £ …………  ………………………………………………………………… £ …………  ………………………………………………………………… £ …………  ………………………………………………………………… £ …………  ………………………………………………………………… £ …………  ………………………………………………………………… £ …………  *(You can provide the information requested above on a separate sheet if more convenient)* |

|  |  |
| --- | --- |
| Have you applied to us for a grant before? | YES/NO |
| If so, were you successful? | YES/NO |
| When was the grant awarded? |  |

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| Please add here any other information that you wish the Trustees to consider in support of this  application |
|  |

**DECLARATION**

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| --- |
| 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.  If this application is successful I agree to provide a report on completion (and, if earlier, an interim  report in 12 months time) on the project work undertaken and the benefits realised. |

|  |  |
| --- | --- |
| Signed | Date |

**Please enclose with your application**:

□ **A copy of your constitution or governing document, AND**

□ **Your most recent annual accounts or balance sheet and income & expenditure**

**statement.**