THE QUEEN'S PLATINUM JUBILEE FUND

Application Form (up to £2,500)

Before you start to complete this form, please ensure that you have read the Queen's Platinum Jubilee Fund guidance notes which can be found **here**.

1. Organisation Details

Organisation name	
Organisation email address	
Contact number	
Organisation address	
How much are you applying for?	

2. Which locality are you applying to?

Berwickshire

Cheviot

Eildon

Teviot & Liddesdale

Tweeddale

3. Tell us what activity / project your group would like to undertake to celebrate the Queen's Platinum Jubilee?

Please describe where the activity / project will take place, who will be involved and how this will celebrate or create a lasting legacy of the Queen's Platinum Jubilee.

4. Successful applicants must deliver their project proposals within 6 months of receiving an award, and must meet and adhere to all applicable COVID-19 guidance. Please tell us about your timeline for delivery:

Project start date	
Project end date	

5. Expenditure: How much money do you need for the entire activity/project?

Item of Expenditure	Cost
	£
	£
	£
	£
	£
Total	£

6. If your group is constituted, do you have the following?

Equal Opportunities Policy	Yes	No	Equality Statement	Yes	No

Does your idea/project involve work with children, young people under the age of 18 or vulnerable adults?
Yes   No

If yes, what protection policies do you have in place and how often are these reviewed? Please provide a copy of these or give full details below:

7. Building/land work

Do you have the following? (please tick relevant)

A lease agreement, including date of lease and duration of years

Written permission of owner

Planning permission reference number

8. Please ensure you have read the Queen's Platinum Jubilee Fund Guidance Notes.

General Eligibility Criteria

To be eligible to apply you should be in a position to answer 'Yes' to the points in the following list:
Is your group non profit-making and one of the following:

- Voluntary or community group/organisation
- School
- Community Council
- Church

Does your group have a bank account in its own name which requires at least 2 unrelated people to authorise all cheques and withdrawals?

If your group doesn't have its own bank account have you identified a partner organisation who could receive the grant on your behalf?

The Queen's Platinum Jubilee Fund can offer funding of up to £2,500. The funding requested should be the minimum required to enable the project to go ahead.

Please ensure that you have quotes for the items you want to purchase.

Only one funding application can be made to the Fund by any single group. A constituted group can hold a grant for a non-constituted group and apply for a grant in their own right.

If your project involves construction or refurbishment of a building you need to have heritable ownership of the land or building, or hold a lease which cannot be brought to an end by the landlord for at least 5 years. You should also have contacted Scottish Borders Council Development Control Officers in advance to discuss projects where they involve physical works.Planning permission needs to be in place before applying for funding.

Please note: Bank statements must be in the same name as the name of the applicant group/organisation given on page one of this application.

For assistance in completing this form and all other queries please contact the Communities & Partnership Team at Scottish Borders Council on 0300 100 1800. All completed forms should be submitted via email to **communitygrants@scotborders.gov.uk** or in hard copy to: Grants Administrator, Communities & Partnership Team, Scottish Borders Council, Council Headquarters, Newtown St. Boswells, Melrose TD6 0SA.

Further information can be found on the following website: **www.scotborders.gov.uk/communitygrants**