**Application Form**

**University of St Andrews Community Fund**

**Please ensure you read the criteria information thoroughly before applying** [Criteria - Community facilities - University of St Andrews (st-andrews.ac.uk)](https://www.st-andrews.ac.uk/community/community-fund/criteria/)

**Closing date for the next round of applications:** Midnight on Friday 15 March 2024

**ORGANISATIONS DETAILS**

|  |  |
| --- | --- |
| *Full name of organisation* |  |
| *Organisations registered address* |  |
| *Main Contact Name*  |  |
| *Main Contact Telephone*  |  |
| *Main Contact E-Mail**Where possible this should be an official organisational email* |  |
| *Website (if available)* |  |
| *Is your organisation a registered charity or registered with an official body? If yes, please provide full details – SCIO/Charity number. If no, please provide further details on the type of organisation.* | YES/NO |
| *Organisation’s bank details**We will only transfer funding into an organisation’s official bank account and cannot be paid to individuals.* *Please note that the name on your bank account must match that of the organisation*.  | Bank Name |  |
| Account Holder Name |  |
| Account Number |  |
| Sort code |  |
| IBAN/SWIFT etc |  |
| *Company/VAT registration if applicable* |  |
| *Contact for Remittances (if different from the main contact):* |  |

**YOUR PROJECT**

|  |  |
| --- | --- |
| *Title of your project* |  |
| *Amount requested**Min: £250**Max: £3k* | Please note the total amount requested in pounds and pence  |
| *Projected start and end dates* |  |
| *Description – including planned activities**Please ensure you consider how your application fits the funds criteria in this section.* |  |
| *Anticipated impact and long-term benefits* |  |
| *Who are the main beneficiaries of the project* |  |
| *A detailed breakdown of how the funding will be spent* |  |
| *Please advise whether any additional fundraising is being considered or undertaken as part of this project* |  |

**ADDITIONAL INFORMATION**

|  |  |
| --- | --- |
| *Does your organisation currently have volunteers who are University students or staff? Would you like to explore opportunities to engage more volunteers?* ***Please note that no names are required here.*** |  |
| *Please add any further information you think would be of use to those considering this application* |  |
| *Have you previously applied to the University Community Fund? If so, please advise details including whether you were successful or unsuccessful, the figure requested/awarded and any relevant updates on previous successful applications* |  |
| *If this is your first application, how did you become aware of the University Community Fund?* |  |

**SUCCESSFUL APPLICATIONS:**

|  |  |
| --- | --- |
| *Funds for successful applications are paid directly into the organisation’s bank account and cannot be paid to individuals. Please advise if this presents any issues* |  |
| *We request that a representative from all organisations in receipt of a grant maintains a monitoring relationship with the University, submits receipts to evidence how the grant is spent and completes a form at the project end. Please indicate that you are content with this arrangement and name your representative* | We consent: YES/NOOur representative is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| *Would you be happy for us to create a case study on your project to feature on our website?* | YES/NO |

Name: ..............................................................................................................................................................

(a signature is not required)

Date: ……………………………………………………………………………………………………………………..

*Please complete this form electronically and send it as an email attachment to* *community@st-andrews.ac.uk* *Informal inquiries may also be sent to this email.*

***Office Use Only***

|  |  |
| --- | --- |
| *Panel Date* |  |
| *Successful/Unsuccessful*  |  |
| *Comments*  |  |
| *Signed off by* |  |