



Application Reference

Application Receipt Date

Page 1

We would advise you to retain a copy of this form for your records. If you need to print or save a PDF copy the form you can do so using your internet browser options, e.g. print/save as PDF.

Before completing this form please make sure you have read our [Wee Grants guidance](#).

If you have any communication support needs that make reading or completing an application form difficult or impossible, please get in touch with us at funding@therobertsontrust.org.uk or call us on 0141 353 4321 to discuss alternative ways you can apply.

Does your organisation have a minimum of three members on its Board or Committee, at least two of whom are unconnected? *

Yes

No

By unconnected we mean these people should not be related; married to each other; in a long-term relationship with each other or living together at the same address.

We consider it good practice for organisations to have at least three unconnected Trustees or members on its Board or Committee. As you have advised that you do not have this, we cannot consider your application.

OSCR and SCVO have some useful resources on good governance. Your local [Third Sector Interface](#) may also be able to provide you with some guidance around this.

Does your organisation have a bank account in its own name, with at least two unconnected people required to authorise payments or withdrawals from the account? *

Yes

No

We consider it good practice for organisations to have at least two unconnected people required to authorise payments or withdrawals from the account. As you have advised that you do not have this, we cannot consider your application.

Does this work involve children, young people or vulnerable adults? *

Yes

No

Do you have a policy in place which sets out how you will keep them safe? We may ask to see this. *

Yes

No

If your work involves children, young people or vulnerable adults we can only accept an application from you if you have a policy in place which sets out how you will keep them safe. You can find more information on

safeguarding, including useful resources and guidance, on the [NSPCC website](#).

Your local [Third Sector Interface](#) may also be able to provide you with some guidance around this.

What type of organisation are you? *

A community group with a constitution and charitable aims

- A community group run on a voluntary basis, set up as an organisation with a management committee, constitution and its own bank account. Please note that we are unable to accept applications from groups who are also registered with a regulatory body, for example Companies House.
- A registered charity is a voluntary organisation set up only for charitable purposes. Scottish charities must register with the Office of the Scottish Charity Regulator (OSCR).

Does your organisation have a constitution which is in its own name and which has been signed, dated and adopted by its management committee? *

Yes

No

You don't need to send us a copy of your constitution, however we may ask to see this as part of our assessment process. We would expect this to have an open membership clause and appropriate dissolution clause, as outlined in our guidance.

If your community group does not have a formally adopted constitution then we are unable to consider your application.

Organisation name *

Please provide the name of your organisation as registered with OSCR or as shown in your constitution.

Please enter your registered Charity Number, which should be in the format of SC012345 *

When was your organisation established? *

For charities this should be the date you registered with OSCR. For groups, this should be the date your constitution was formally adopted.

Organisation address

Street name and no. *

Town/city *

Local authority *

Postcode *

How many people on your board and/or senior staff share similar experiences to the community you support? *

I don't know

Pick from one of the options below:

- **Most people** (at least 75% of your Board/Management Committee and/or at least 50% of senior staff who report directly to your Board).
- **Around half** (50% of your Board/Management Committee and one person who reports directly to your Board).
- **A small number** (one or two people on your Board/Management Committee).
- **None**

- I don't know

We will not use this information for assessment purposes. We are interested in understanding the profile of the organisations we fund and will report on this figure annually as part of our Equity, Diversity, Participation and Rights (EDPR) [Commitment](#).

What does your organisation do and who does it support? (300 word limit) *

Please tell us, in your own words, what your organisation does and who it supports. Are there any specific groups of people that you work with?

Please tell us about the work you would like us to fund and how this will make a difference in your community (300 word limit) *

Please tell us about the services or activities you will deliver and how these will make a difference for the people you support. This could be a specific project or just your day-to-day services and activities. Further information on the types of work we are looking to fund through our Wee grants can be found in our [guidance](#).

How does this work involve your community? (300 word limit) *

We want to fund organisations who are community led and who involve the people they support in the development and delivery of their services and activities. Examples of this might include: having regular chats with the people you support, in person or on social media, to gain their views; using surveys to gather feedback and taking action on this; including those you support on your Board, on steering groups or as volunteers. We are also interested to know how you involve people from diverse communities (for example disabled people or people

experiencing racial inequity) and remove barriers to their participation.

What is the total cost of the work you would like us to fund? *

£

Please enter the total cost of the project you are asking us to fund or, if you are asking for funding towards your day-to-day running costs, please tell us how much you think these will be over the next 12 months, up to a maximum of £30,000. Please enter only numbers and round to the nearest pound.

What is the total cost of your organisations work over the next 12 months?

£

If you haven't already told us above, please tell us what you think your organisations total costs will be for the year ahead. By this we mean the total amount your organisation expects to spend over the next 12 months. We appreciate this is likely to be an estimate. Please enter only numbers and to the nearest pound.

How much would you like from us? *

£

Please enter an amount between a minimum of £300 up to a maximum of £5,000. Please enter only numbers and to the nearest pound. For example, if you are asking for £5,000 please enter 5000.

Page 3

Do you have independently examined or audited Annual Accounts? *

Yes

No

If you are a newly registered Charity and haven't yet produced Annual Accounts we can still consider your application and will ask you to provide details of an independent referee and a recent copy bank statement, dated within 3 months.

Please upload your accounts here

--- FILE RECEIVED BUT REMOVED FROM THIS COPY ---

Do you have a recent statement of income and expenditure for your group?

Yes

No

As a constituted group, you don't need to provide formal Accounts, however we would still expect you to be able to demonstrate how you manage your finances and keep appropriate records of your organisation's income and expenditure for any given period. Please consult our guidance for further information and an example statement.

Please upload your statement of income and expenditure here

--- FILE RECEIVED BUT REMOVED FROM THIS COPY ---

Please provide details of your organisations most recent income and expenditure which should cover a 12-month period.

Income £ *

Expenditure £ *

Please upload a bank statement for your organisation which is dated within 3 months

--- FILE RECEIVED BUT REMOVED FROM THIS COPY ---

Independent Referee

Please provide details of an Independent Referee below.

This should be someone who knows the work of your organisation but is not directly connected to it. This might be a local community worker, MSP or Councillor, teacher, health professional or someone from your local Third Sector Interface.

Having someone from your community vouch for your work lets us know that you are well linked in within your local community and are known to others.

We may contact the independent referee as part of the assessment of your application or during the period of any funding we award. Please make sure you have permission to provide their details and that they are happy for us to contact them. We will store their details until any grant we award comes to an end.

First name *

Last Name *

Organisation *

Position within the organisation *

Email *

Phone *

If you are having trouble uploading files, you can send them to us at weegrants@therobertsontrust.org.uk. Please tell us your organisation's name and provide your application reference number, if you have one. If you are unable to send us this form as a result of issues uploading files, please call us on 0141 353 4321.

Is there anything you want to tell us about the financial information shown in either of these documents? (150 word limit)

We'll use these documents to help us review your application and determine your need for our funding. If the bank statement or Accounts you send us show a large balance of funds held compared to the cost of the work you are asking us to fund it may look as though you don't need our funding. We understand however that some of these funds may be held for a specific purpose, or that they have significantly reduced. Please use this space to tell us about

this, to make sure we review your application fairly.

Page 4

Organisation contact

This person should be authorised to commit the organisation to applying for funding. For registered charities this should be someone on your Board. For constituted groups this should be a member of your management committee.

First name *

Last name *

Position *

Email *

Phone *

The organisational contact has given consent for their details to be used within the application and associated processes. *

Yes

Does this contact have any communication needs we need to know about? *

Yes

No

Please tell us how we can support you during the assessment of your application (150 word limit) *

Application contact

This is the person we will get in touch with for any queries about the application or where we need additional information and must be a different person to the organisation contact noted above. Please make sure this is someone who can answer any questions about the work, and who is available and happy to be contacted.

First name *

Last name *

Position *

Email *

Phone *

Does this contact have any communication needs we need to know about? *

Yes

No

Please tell us how we can support you during the assessment of your application (150 word limit) *

If this is your first application to the Robertson Trust, how did you hear about us?

Funding Event*

Wee Grants Blether

The Robertson Trust Website

Word of Mouth

Local Authority Funding Officer

Third Sector Interface**

Media

Other

Don't Know

* This could be a local authority funding fayre, Robertson Trust event or another funders' event

** Third Sector Interfaces (TSIs) provide a single point of access for support and advice for the third sector within local areas. There is a TSI in each local authority area in Scotland.

Declaration

To the best of my knowledge, the information provided on this application gives a true and accurate account of my organisation's work and needs. I confirm that I am authorised to commit my organisation in this way. I confirm that my organisation unconditionally authorises The Robertson Trust to publish details of financial support given to my organisation and of the objectives of my organisation; to pass any details obtained about my organisation through this application or through subsequent assessment procedures to external agencies, including other grant-making bodies, and also to use such information as part of any survey undertaken by The Robertson Trust; and/or to use any such details as part of any press release or publication; and without the

need at any time to obtain the further consent or agreement from me or my organisation.

I confirm that I, the Organisation Contact noted previously, agree to the above declaration. *

I agree

I confirm that I, the Application Contact noted previously, agree to the above declaration. *

I agree

We may, very occasionally, wish to share relevant updates and learning with the organisations we fund. Please let us know, using the check boxes below, whether you are happy to receive this information. Please note you do not have to give your consent in order to apply. The Robertson Trust is relying on your consent in order to share this information with you. You can unsubscribe at any time by emailing us at dataprotection@therobertsontrust.org.uk *

I Agree

I do not Agree

Once you have completed the form and are ready to send it to us, click the 'send' button below. You will then be shown a preview of your completed form, which you can review to ensure you are happy with your responses. You can also print a copy of the form by clicking the 'print this page' button at the bottom of the next page.

When we receive your application, we will email you a link to an **online copy** of your completed form. If you require a paper copy application for your records, you should print a copy of this now.

Once you are happy with your responses and have printed a copy of the form, if required, hit 'confirm' to send us the application form.

