

Wee Grants Application

Before completing this form, please make sure you have read our [guidance](https://www.therobertsontrust.org.uk/funding/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 [weegrants@therobertsontrust.org.uk](mailto:weegrants@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. If you do not have this, we cannot consider your application.

[**OSCR**](https://www.oscr.org.uk/media/3621/v10_guidance-and-good-practice-for-charity-trustees.pdf) **and** [**SCVO**](https://scvo.org.uk/support/running-your-organisation/governance) **have some useful resources on good governance. Your local** [**Third Sector Interface**](https://www.gov.scot/publications/third-sector-interfaces-contact-details/) **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. If you do not have this, we cannot consider your application.

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

* Yes
* No

**IF YES** - 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**](https://learning.nspcc.org.uk/safeguarding-checklist) **website.**

**Your local** [**Third Sector Interface**](https://www.gov.scot/publications/third-sector-interfaces-contact-details/) **may also be able to provide you with some guidance around this.**

**\*CONSTITUTED GROUPS ONLY\***

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

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

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](https://www.therobertsontrust.org.uk/funding/wee-grants-guidance/).

What type of organisation are you?

* 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 cannot accept applications from groups who are 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).

Organisation Name:

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

**If you are a charity,** please provide your registered Charity Number: This 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?

**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](https://www.therobertsontrust.org.uk/about-us/equity-diversity-participation-and-rights/).

What does your organisation do and who does it support? (300 words)

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 words)

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](https://www.therobertsontrust.org.uk/funding/wee-grants-guidance/).

How does this work involve your community? (300 words)

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.  t to fund organisations who are community led and who involve the people they support in the development and delivery of their services and activities.

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

Please tell us 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

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.

How much would you like from us?

From £300 up to a maximum of £5,000.

**Independent Referee**

# Constituted groups AND Charities which have not yet produced Annual Accounts, please details of an Independent Referee.

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:

Referee Organisation (if applicable):

Position within the Organisation (or community):

Email:

Phone:

# 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:

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

* Yes
* No

**IF YES** - Please tell us how we can support you during the assessment of your application.

# 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 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

**IF YES** - Please tell us how we can support you during the assessment of your application.

**Supporting Paperwork**

All applicants:

Please provide a recent copy bank statement for your organisation which is dated within 3 months. This needs to show the name of your bank, the bank account name (which must be in the name of the applicant organisation), sort code and account number. If you bank with a credit union, we need to see a statement from the credit union which shows the same information, your membership or reference. In both cases, please make sure the information in these documents can easily be read. You can view our example bank statement confirming the details we need [here](https://www.therobertsontrust.org.uk/media/4gzfq5rm/weegrants_bank_statement_example.pdf).

# Charities:

Please provide a copy of your organisation's most recent independently examined/approved Accounts as submitted to OSCR.

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

# Constituted groups:

Please provide a recent statement of your organisation's income & expenditure covering a 12-month period.

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](https://www.therobertsontrust.org.uk/funding/wee-grants/) for further information and an example statement.

If you don’t have a recent statement of income and expenditure for your organiation, please tell us what your organisations most recent income and expenditure was, which should cover a 12-month period.

Income £

Expenditure £

Is there anything you want to tell us about the financial information shown in either of these documents?

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 compared to the cost of the work you’re asking us to fund, it may look as though you don’t need a Wee Grant. We understand however that some of these funds may be held for a specific purpose, or that they have since significantly reduced. If this is the case, please tell us so that we can review your application fairly.

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

Funding Event\*

Wee Grants Blether Session

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 this 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 that 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**](mailto:dataprotection@therobertsontrust.org.uk)

I agree

I do not agree