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| **COMMUNITY FUND - APPLICATION FORM****Picture 1, Picture** |

**What is the Community Fund?**

Albyn Housing has a Community Fund that provides small grants to local community groups. Grants of up to £500 are available for specific community projects that benefit the local community.

Projects should fit with Albyn’s charitable objectives:

“the relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage”

**Area:** Communities in the Highlands & Moray, where Albyn has housing stock- you can contact us to check your area

**Suitable for:** Voluntary or community organisations

**Funding size:** Up to £500 per annum

**Application deadline:** Ongoing (Fund will close annually once budget is allocated)

**Who can apply?**

You can apply if your organisation is a:

* voluntary or community organisation
* registered charity
* constituted group or club
* not-for-profit company or Community Interest Company
* school (so long as your project benefits and involves the communities around the school)

**Who cannot apply?**

Who we cannot accept applications from:

* individuals
* sole traders
* companies that can pay profits to directors, shareholders or members (including Companies Limited by Shares)
* organisations based outside Albyn’s catchment area
* organisations that have already sent us an application and are waiting for a decision
* one organisation applying on behalf of another

We do not accept applications written for you by private businesses or consultants.

If you want to apply for a new grant – you’ll need to wait until your last grant with us is closed. You will not be eligible if you’ve already sent an application to Albyn and are waiting for a decision.

If you want to reapply for more money, we can only fund your organisation for a maximum of £500 within a 12-month period.

**What can be funded?**

We can fund:

* equipment
* one-off events
* transport
* volunteer expenses – such as *reasonable* travel costs
* small land or building projects

If you need funding for land or refurbishment projects

You need to either:

* own the land or building
* have a lease that cannot be ended for five years,
* have a letter from the owner saying the land or building will be leased to you for at least five years, or
* have an official letter from the owner or landlord that says you're allowed to do work on the building.

You should also find out if you’ll need planning permission for the work. We may ask you for further details, such as the planning application reference number.

**What cannot be funded?**

We cannot fund:

* retrospective costs
* alcohol
* contingency costs, loans, endowments or interest
* electricity generation and feed-in tariff payments
* political or religious activities
* profit-making or fundraising activities, such as distributing your own grants
* VAT you can reclaim
* statutory activities

**How do I apply?**

If you want to make an application for your community project, fill out the application form and submit it to communityfund@albynhousing.org.uk

You can also contact us on 0300 323 0990

**What information do I need to apply?**

We ask for the contact details, home addresses and dates of birth of two different people from your organisation. We need a different email address for each person.

One person should be someone we can talk to if we have any questions about your project. The other should be an office bearer of your organisation. Both need to live in the UK.

These two people cannot be related. Related can mean:

* related by marriage
* in a civil partnership with each other
* in a long-term relationship with each other
* related through a long-term partner
* living together at the same address
* related by blood.

We ask for the legal name of your organisation, its address and what type of organisation it is.

Check these details before applying. Also check any registration numbers if you have them – like a charity number or company number. It may slow down your application if these details are not right. (N.B. You do not have to be a charity to apply).

We will also need a copy of your governing document *if you have one*, e.g. constitution.

We ask for information about your organisation’s accounts - we want to know the date your accounts wrap up each year and how much income you have.

If you do not have yearly accounts e.g. because you’re a new organisation (less than 15 months old) that’s OK. We can still look at your application.

Your bank account must have a minimum of two signatories, and they must not be related.

We ask for a bank statement from the last 3 months. We cannot make payments to individuals.

It should show:

* the bank logo
* your organisation's legal name
* address the statements are sent to
* your bank's name
* the account number and sort code
* date the statement was issued
* balance.

We ask you for information about what sort of project you’d like to do, how it fits with our charitable objectives and how your project will help and involve your community.

**Decision making process and timescales**

You will get an acknowledgement of your application within 14 days.

You can expect a decision within 28 days of submitting your application.

We will contact you if we require any further information.