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**ORKNEY**  
ISLANDS COUNCIL

**Community Development Fund  
2023 Tranche**

**APPLICATION FORM**

# 1. Details of Organisation

Name of organisation (as appears on constitution):.....

.....

Name of main contact:.....

Postal address:.....

.....

Tel. no:.....E-mail address:.....

Main contact's position in organisation:.....

Formal postal address for organisation:.....

.....

What year was the organisation established?.....

Is your group a registered charity?      If Yes, Reference No:.....

Is your group VAT Registered?      If Yes, Registration No:.....

Committee office bearers (names and addresses):-

Chairperson:.....

Treasurer:.....

Secretary:.....

How many committee members are in your organisation?.....

Describe the main purpose/activities of your organisation:.....

.....

.....

.....

## 2. Project Details

Proposed project (*please give a brief description here, and accompany your application form with a Development Plan – please refer to the CDF Guidance Notes*):-

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.....

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.....

What percentage of the community could benefit from your project?.....%

When do you anticipate the project to start?.....

How long do you expect the project to take?.....

## 3. Cost of Project

Item/Activity	Amount
Purchase of land/buildings	£ .....
Building construction	£ .....
Refurbishment of property	£ .....
Equipment	£ .....
Professional fees	£ .....
Other (please specify)	£.....
.....	£.....
.....	£.....
.....	£.....
<b>TOTAL Project Cost</b>	£.....

## 4. Funding Sources

### Actual Grants Already Awarded

Name of Funding Bodies	Amount
.....	£.....
.....	£.....
.....	£.....
.....	£.....
.....	£.....
.....	£.....
<b>Sub Total (a)</b>	£.....

### Other Grant Assistance Applied for

Name of Funding Bodies	Amount
.....	£.....
.....	£.....
.....	£.....
.....	£.....
.....	£.....
<b>Sub Total (b)</b>	£.....
<b>Total funds awarded/applied for (a) + (b)</b>	£.....
<b>Total funds applied for from the Community Development Fund</b>	£.....

## 5. Bank Details

Bank/Building Society Name:.....

Bank/Building Society Address:.....

.....

Name of Account:.....

Sort Code:.....Account No:.....

Building Society Roll No:.....

**PLEASE NOTE: All grant payments will be paid by BACS transfer.**

How many people have to sign cheques to release funds from this account?.....

## 6. Enclosures

To assist in the processing of your application, you are asked to contact the CDF Project Team by telephone to 01856 88 66 66 or by e-mail to [economic.development@orkney.gov.uk](mailto:economic.development@orkney.gov.uk), who will advise you of the specific information you will require to submit with your completed application form, which will include some or all of the following (a Development Plan must accompany all applications):-

- a) copy of the organisation's constitution, or equivalent
- b) costings / quotations for all items of expenditure (*please refer to the CDF Guidance Notes*)
- c) copies of recent audited accounts / income and expenditure statements, or projected income and expenditure statements in the case of a new organisation
- d) Development Plan, including projected cashflow, timescale and full details of project (*please refer to the CDF Guidance Notes*)
- e) a recent bank statement
- f) evidence of efforts made to secure match funding prior to the CDF application being made (*please refer to the CDF Guidance Notes*)
- g) copy of Title Deeds identifying ownership, Lease Agreement(s) or relevant permissions (where applicable)
- h) Feasibility Study (where applicable)
- i) Architect's Plans (where applicable)

## 7. Declaration

I declare that, to the best of my knowledge, the information given in this application and the enclosed information is correct.

Signed.....Date.....

Print Full Name.....

Please return completed form, with supporting documentation, to:-

Community Development Fund Administration  
Orkney Islands Council  
Business Gateway  
14 Queen Street  
Kirkwall  
KW15 1JE

### **General Notes**

Applications are considered by the Council's Community Development Fund Sub-committee. Meetings of the Sub-committee will be called from time to time to consider applications.

Applications should be submitted prior to the commencement of the project as retrospective assistance will not be provided.

Any offer of grant will be subject to a formal agreement being completed. No payment of grant can be made until that formal agreement has been concluded.

Please refer to the CDF Guidance Notes for further information.