



# Wee Grants Application

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 [weegrants@therobertsontrust.org.uk](mailto:weegrants@therobertsontrust.org.uk) or call us on 0141 353 4321 to discuss alternative ways you can apply.**

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## About your Organisation

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Organisation Name:

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

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.
- 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).

**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.

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 by blood; 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](#) 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. 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](#) and [Children 1<sup>st</sup>](#) websites.**

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

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## 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**

Does your constitution meet our requirements as set out in our [guidance document](#)?

- Yes
- No

IF NO – Please tell us about this:

If your constitution does not have an open membership clause which states that membership is open to all, please explain why and your process for refusing membership. If your constitution does not have a dissolution clause which states any remaining assets will be transferred to another charity or organisation with similar aims on being wound up, please explain why.

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What does your organisation do and who does it support?

Please tell us, in your own words, what your organisation does and who it supports.

Please tell us the work you would like us to fund and how this will make a difference in your community?

Tell us about the services or activities you will deliver and how these will make a difference for the people you support. Information on our three funding themes and what we look for in an application can be found in our [guidance](#).

How does this work involve your community?

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.

What is the total cost of this work?

Please tell us the total cost of your project or, if you are asking for funding towards the day to day running costs of your organisation, please tell us how much you think these will be over the next 12 months, up to a maximum of £24,999.

How much would you like from us?

From £300 up to a maximum of £2,000.

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## Independent Referee

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Constituted Groups AND newly Registered Charities who 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:

Email:

Phone:

Position within Community:

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## Organisation Address/Contact Details

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Street Name and No:

Town/City:

Local Authority:

Postcode:

### 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.

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.

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## **Supporting Documents**

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### **All Applicants**

Please provide a copy bank statement for your organisation which is less than 3 months old.

This needs to show the name of your bank, the bank account name, 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 number and the account **MUST** be in the name of the organisation as we cannot make payments to personal accounts. 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 in our guidance [here](#).

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All applicants, except newly registered organisations who have not yet produced accounts or a financial statement:

### **Charities**

Please provide a copy of your organisation's most recent independently examined/approved Accounts (e.g. as provided to OSCR)

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

### **Constituted groups**

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

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.

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### **How did you hear about us?**

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

- Funding Event\*
- The Robertson Trust Making an Application workshop
- 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.

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## Declaration

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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