Community Building Application

Before completing this form please make sure you have read our Community Building 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.

About your Organisation

Organisation Name:

Please provide the name of your organisation as registered with OSCR or the Charity Commission.

Charity Number:

Please provide your Charity number as registered with OSCR or the Charity Commission. If you are a Scottish Charity, please enter this in the format SC012345.

Organisation Address
Please provide the address your organisation is registered at:

Street Name and No:
Town/City:
Local Authority:
Postcode:
Telephone Number:

Does your organisation have a minimum of three unconnected Trustees?

☐ 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.

Are any of your Trustees also paid members of staff?

☐ Yes
☐ No

By paid members of staff, we mean Trustees who are employed by your organisation and receive a salary.

IF YES – Please provide details below and tell us how your organisation manages this:

Please tell us their name(s), position within the organisation and their role on the board, e.g. Chair. Do you have a conflict of interest policy in place? Please also tell us about any plans to change your Board structure, for example if the post holder will be stepping down as a Trustee.

If your work involves children, young people or vulnerable adults do you have a policy document which sets out how you will keep them safe?

If your work involves children, young people or vulnerable adults we need to know that you have policies in place to keep them safe. We might also ask to see these. If this doesn't apply to your work, please select N/A.

☐ Yes
☐ No
☐ N/A

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 1st websites.

Your local Third Sector Interface may also be able to provide you with some guidance around this.

Does your organisation have an Equality and Diversity Policy or policies that ensure everyone has access to the same opportunities and the same, fair treatment?

☐ Yes
☐ No

We consider it good practice for organisations to recognise and promote equality and diversity, in all its forms, throughout their work. We can only accept applications from organisations who have written policies in place detailing how they will avoid discriminating against people. This includes how they create a safe and inclusive atmosphere, both within the workplace and for the people they support.

If you do not have a policy/policies in place, we cannot consider an application from you.

You can find more information about promoting equality and diversity within your organisation in the Scottish Governance Code for the Third Sector. Your local Third Sector Interface may also be able to provide some guidance around this.

About your work

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. Are there any specific groups of people that you work with? It would be helpful if you can also give us an indication of the number of people supported directly in the past 12 months. Further information on this and the types of work we are looking to fund through our community building fund can be found in our guidance.

Please tell us about the capital work you would like us to fund:

We can consider the capital costs of new community buildings or the upgrade/refurbishment of existing ones. These should be multi-purpose, open/accessible and primarily provide services for the entire community.

How have you involved local people in the development of this work?

Tell us about any community consultation you've carried out and how you have involved local people in decision making. Please summarise your processes, timescales and the findings of local consultations.

Please provide details of the range of services and activities that will be delivered from the community building:

Explain how your community building is multi-purpose by providing details of the services and activities you will provide or host. Please also list any partner organisations that deliver (or plan to deliver) services from the building.

How will the community building, and the services and activities delivered within this, benefit the community?

Tell us about the needs of the people who will use the community building and how the services/activities within this will help to address the issues they face, in line with our funding themes. We want to support organisations which take a relational approach to their work, treating people as individuals and focusing on the key principles of fairness, dignity and respect. Please also explain here how this will be reflected in the services/activities delivered from the community building. Information on our three themes and what we look for in an application can be found in our guidance.

How will the community building and its services complement other facilities/services in your area?

Please tell us about how you link in with and/or signpost to other services and community facilities in your area to ensure you meet the needs of your community and the people you support. An example of this might be working with a local citizens advice bureau to ensure everyone has access to advice and financial support.

About your request

Do you own the building or land on which any new building is to be built?

☐ Yes
☐ No

IF NO - please tell us who owns the building/land and the length of the lease you have on this.

If you do not own the building/land you must have lease of at least 10 years on this before we can consider your request for funding.

Do you have planning permission for the proposed work?

☐ Yes
☐ No
☐ N/A

IF NO - please tell us what stage you are at with this and when you expect permission to be granted

If we award you funding, this will be a condition of release if it is not in place at the point we make our decision.

Budget

Please provide a breakdown of the anticipated costs of the capital work in the table below.

For large requests, such as new builds or significant refurbishment work to existing buildings, please list costs within summary headings e.g. building structure, kitchen refurbishment, internal furnishings. The amount of funding we will consider is on a sliding scale based on the total costs of the work. Details of this can be found in our guidance here.

Alternatively, you can send us your own breakdown of costs document with your application.

While we appreciate costs can change please note that the amount of any award we may make will be final and we are unlikely to consider requests to increase this later.

Expenditure Item	Expenditure Cost

Please provide details of any income you have in place towards the costs of the work. Tell us who this is from and the amount.

Please only include income which has been committed or is in place, including details of any conditional awards.

Source Where is the funding secured from?	Amount What is the amount of funding secured?

Please provide details of any other possible income towards the costs of the work. This may be from applications you have made, or will be making, to other funders or other fundraising income.

Please indicate the source of this income, how much you anticipate and when you expect to receive a decision on any applications. If timescales are not known please put "unknown".

Source Where is the potential income from?	Amount How much do you anticipate?	Timescale for Decision When do you expect to receive this?

Please provide details of how you anticipate the building will become financially sustainable.

Contact Details

Organisation Contact

This contact must be a Trustee and someone authorised to apply on behalf of the organisation. Their details will be used as a contact point for all automated emails from The Robertson Trust, including confirming receipt of the application and our final funding decision.

First Name:
Last Name:
Position within the organisation:
Telephone:
Email:

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 contact with any queries about the application and who we expect to be the main point of contact throughout the assessment process. If there is a chance that they might not be available for an extended period during the 8-10 week assessment timeframe, you may wish to consider nominating another person.

Their details will be used as a contact point for all automated emails from The Robertson Trust, including confirming receipt of the application and our final funding decision.

This contact MUST be a different person to the Organisation contact noted previously.

First Name:
Last Name:
Position within the organisation:
Telephone:
Email:

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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Accounts
_____

Do you have independently examined or audited Annual Accounts?

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 also send us a projection showing your organisation's expected income for its first year.

☐   Yes
☐   No

IF YES - please provide a copy of your Accounts with this application.
If your accounts are more than 12 months old, please also provide a copy of your recent management accounts.

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IF NO - please 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 could 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.

Forename:
Surname:
Organisation:
Position within the organisation:
Email:
Telephone:

Please also provide a recent copy bank statement, dated within 3 months, with this application.

Please also send us any additional documentation in support of your application here. This should include management accounts or, if you are a newly registered charity, a projection showing your organisation's expected income for its first year. This might include feasibility studies, business plans, building designs, or financial projections.

If the total cost of the work is £250K or more, you must provide a copy of the Feasibility Study and/or Business Plan to support the project.

How did you hear about us?

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.

Grant Terms and Conditions

By making an application to the Robertson Trust, you acknowledge that you are authorised to apply on behalf of your organisation and agree to the following terms and conditions:

Use of data:

1. Your organisation unconditionally authorises The Robertson Trust to:

   a. Retain, store and use the information you give us in your application and future reporting for administration, analysis, research and promotional purposes;
   b. Publish details of any financial or non-financial support given to your organisation;
   c. Pass any details obtained about your organisation through this application or through subsequent assessment procedures to external agencies, including other grant-making bodies;
   d. Use such information as part of any survey undertaken by The Robertson Trust and/or use any such details as part of any press release or publication without the need at any time to obtain the further consent or agreement from your organisation.

Use of funds:

2. If awarded funding, the grant will be spent on only the purposes approved by The Robertson Trust, and only by the organisation to which we awarded funding;
3. Where the grant is unrestricted, this money can be used towards any of the day to day operational costs of the organisation;
4. The grant will not be paid until you have provided your bank details, a copy of a bank statement/letter no older than three months and you have met any other specific conditions of release, as detailed in your Grant Welcome Pack.
5. The grant period commences upon release of the first payment. Each grant year runs for a period of 12 months from the date of release.
6. Any (annual) instalment of the grant must be used within 12 months of release.
7. You will send us a progress report if documented/requested in your Grant Welcome Pack.
8. We reserve the right to contact and/or visit you to see the funded work during the life of the grant.
9. You will inform us, in advance where possible, of any significant change to the funded work, proposal or your organisation throughout the grant period (even if you have not yet drawn down the grant). A 'significant change' includes:

   a. a consequential change to your grant's expenditure;
   b. any changes in postholder or to their role/hours/salary costs;
   c. any change in your organisation's legal status or constitution;
   d. any significant operational changes within the organisation that are likely to affect the funded work;

     e.   any serious financial or governance issue facing your organisation;

     f.   any safeguarding concern raised about your organisation, its staff or volunteers;

     g.   any underspend of our award.

10.   If you are not sure whether you need to let us know about an issue or change within your organisation or the funded work, please contact your Funding Officer or email funding@therobertsontrust.org.uk.

11.   You will inform us of any notifiable events your organisation makes to OSCR (Scotland) or the Charity Commission (England) during the lifetime of our grant or any serious incidents that meet this threshold if you are not regulated. A list of such notifiable events is available on OSCR's website here.

12.   Any underspend of our grant must be declared to us and may be refunded/repaid to the Robertson Trust.

13.   We reserve the right to withhold a grant or require repayment if:

     a. You have deliberately falsified information as part of your application or reporting;

     b. The work undertaken is not the work for which the funding was approved and where we have not approved these changes;

     c. Your organisation becomes insolvent or goes into administration, receivership or liquidation and the funding has not been spent on its intended purpose.

We will sometimes apply additional conditions to an individual grant, but these will be included in your Grant Welcome Pack.

Where the application and grant award are made electronically, the agreement between us shall be deemed to be in writing and your online acceptance of these Terms and Conditions shall be deemed to be a signature to that agreement.

You are authorised by your organisation to make this application and accept the Terms and Conditions set out above on its behalf.

○ I Agree

To the best of your knowledge, all the information you have provided in your application gives a true and accurate account of your organisation's work and needs.

○ 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 check this box. 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