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**AWARDS & GRANTS**

**Application Form**

Royal Highland Centre, Ingliston, Edinburgh EH28 8NB
Tel: 0131 335 6200

info@rhass.org.uk
[www.rhass.org.uk](http://www.rhass.org.uk)

Section 1 Contact Details

Name of Applicant *(either the individual, or the main point of contact for an organisation)*

Title: First Name(s): Surname:

Organisation Name *(if applicable, also complete 1b)*:

RHASS Membership Number *(if applicable)*:

Email address:

*You must provide a valid email address. Receipt of your application will be sent by email.*

Address *(in applications for organisations, this can be the address of the Scottish office for that organisation)*

 Postcode:

Telephone Number: Mobile:

Section 1b Organisation or Business Information

 *For applications made on behalf of organisations only.*

Charity or Company Number:

You should tick that you have enclosed, where applicable:

* Memorandum and Articles of Association
* Most recent Annual Report or latest accounts
* List of Company Directors or Charity Trustees
* If none of the above items are available, please give reasons why below:

Section 1b REFEREES

 *For applications from individuals only*

Name of Referee 1:

Relationship: Contact Phone Number:

Email address:

Name of Referee 2:

Relationship: Contact Phone Number:

Email address:

***Please note referees are required to sign section 5.***

***Please give as much information as possible in sections two and three to support your application. Should you wish to provide supplementary details then please enclose these with this form as appropriate.***

***If you find there is insufficient space below, please append continuation sheets to this form.***

Section 2 Project Details

1. What is the title of your project?
2. What is the main aim, and what activities are involved?
3. What is the total amount of funding you are applying to RHASS for?
4. What are the **total** costs of your project?

*Provide a full and complete breakdown where possible and if using budgeted figures please append details of how you arrived at your budget (use a separate sheet if required)*

1. What other financial support is there (confirmed or applied for) for this project?

*Please detail any confirmed funding; also give details of any other funding applied for and the decision (accepted/rejected).*

Section 3 Meeting the Charitable Objects of RHASS

*Tick which of the charitable objects applies to your application (you may tick more than one as necessary):*

* **(first) the advancement of education,**
* **(secondly) the advancement of citizenship and community development,**
* **(thirdly) the advancement of heritage, culture and science,**
* **(fourthly) the advancement of environmental protection and improvement, and**
* **(fifthly) the advancement of animal welfare.**

Please expand on the reasons why this application falls in line with the RHASS Charitable Object(s) selected above.

Section 4 Declaration

 *This section must be signed or the application is invalid and void.*

In application, I understand:

1. any financial award is given as a restricted fund and must be used solely for the activities as set out in this application, I understand the use of the award for other purposes is not permitted and if found to be used for purposes other than above the award must be repaid to RHASS in full upon request;
2. an award is only valid if the project/activity takes place and is completed in full;
3. in the event of the activity or project being cancelled, any award made must be returned to the RHASS in full;
4. awards do not constitute the basis of an annual or ongoing award;
5. each award is considered on merit of the individual / organisation and whether the activity is in line with the RHASS charitable aims and objectives;
6. it is a requirement that I must feed back to RHASS as to the progress of the project/activity outlined in this application on at least one occasion within twelve months of receiving the award;
7. should funding be rejected for this project I cannot re-apply for the same project within thirty six months of the date of this application;
8. should funding be accepted for this project I cannot re-apply for funding from RHASS within twenty four months of the date of this application for the same project.

Signature of Applicant: Date:

For individual applications:

Signature of Referee 1: Date:

Signature of Referee 2: Date:

***For RHASS Use Only***

*Received: Acknowledged:*

*PRE: Decision: Finance: Decision: Board: Decision:*

*Outcome notified: Award made: Paid date:*

*Feedback Report due: Report received:*