THE BAIRDWATSON CHARITABLE TRUST

Scottish Charity No. SC038468

Application Guidance

All applications should be submitted in a typed word application form via email to linda@bairdwatsontrust.org.uk or by post to Linda Anderson, 27 Balfour Terrace, East Kilbride, G75 0JQ

Please ensure you attach all the documentation requested in the checklist (please see the Application Form) to your email or letter.

Incomplete applications will not be considered. We reserve the right to ask for further information from successful applicants.

Please ensure all documentation reaches us by the required deadline, applications received after the deadline will not be considered.

If you require a larger format of any of the documents or have any questions about the Trust or application procedure, please contact Linda at the above email or call   to discuss.

Section 1: About your organisation

1. Legal name of your organisation

This should be the name of the organisation applying for the grant, which will be accountable to the Bairdwatson Trust for its use.

2. Main contact for this application

This is the person who is authorised by your organisation to make this application and who we can contact should we need to discuss the application further.

3. Registered address for your organisation

This should be the address of the applicant organisation, where the main contact for the funding application can be contacted. Please also provide your organisation's website address if applicable.

4. Bank account details

This should be an account in the name of the applicant organisation and into which any grant award would be paid. Payments from this account must be authorised by at least two people who are signatories on the account. Please ensure you give the exact name of the bank account.

5. Status of your organisation

If you are a registered charity, please provide your Scottish Charity Number; and if you are a registered company, please provide your Company Number.

Is your organisation a branch of another organisation? Answer 'yes' if your organisation has been set up under the constitution or rules of another organisation that can exercise authority over yours. Please supply the name of the parent body.

6. Connections to Ayr/Airdrie/Darjeeling/West Bengal.

Please detail any connections your organisation may have to the above areas, this may involve projects, stakeholders or activities in general.

7. Income / Expenditure

Please ensure that you state your organisation's income in the last financial year. If your organisation is less than one year old, please note this on the application.

Please enter the total expenditure in the last financial year.

Enter how much the organisation has in total reserves at the time of the application.

Enter how much of these reserves are restricted.

8. The Background, purpose and activities of your organisation.

Enter a brief description of the history, main aims and objectives of the organisation. Please ensure this does not exceed 300 words.

9. Previous applications to Bairdwatson

If your organisation has applied to Bairdwatson Trust in previous years, please give details of all applications and awards.

10. Your Organisation

To help us understand the size of your organisation, please provide details on the number of the people currently involved in your management committee or board.

Describe the decision-making structure of your organisation. What is the governing body of your organisation (Board of Trustees, Management Committee, etc.) and how often does it meet? Are members elected or invited to be on the governing body and how long is their average term of office? What office bearers are currently in place? What skills and experience do they have and how do they contribute to the work of the organisation? Are there any sub-committees with particular responsibilities, e.g. for finance or staffing, and how often do they meet? Tell us also what induction, training and support is provided for new or existing members of the governing body.

Detail how many volunteers are involved and the number of full and part-time staff employed by the organisation.

Provide the number of main beneficiaries/service users benefiting from the work of your organisation within the last year.

Please also detail any policies your organisation have in place which guide your work

11. Referee

Here you should give the full contact details of someone who knows of the work of the organisation in a professional capacity, and would be willing to talk to the assessor should the need arise.

The person should know the work you do and be aware of the project for which you seek funding, e.g. a member of staff in a local statutory body (such as the Council or Health Service) or local third sector support agency (such as your local Third Sector Interface or Volunteer Centre). Tell us also about their relationship to your organisation, i.e. how they know about your work.

Section 2: About your project

Name of project

If your project has a name, please enter it here.

Project start and end dates

Please tell us when you propose to start the project and the planned end date.

Briefly describe your project

Provide an overall summary of the project for which you are seeking funding. What are the key activities you will carry out with the funding if you are successful and what will it achieve? You should include the local geographical area in which the project will take place and the anticipated number of beneficiaries.

Describe the need or issue that your project will address, including evidence of need.

Describe the need or issue this project will address. Provide evidence of the current and ongoing need. Evidence of need may come from past project evaluations, pilot projects, consultations, waiting lists, surveys, research, national or local statistics. This should highlight the nature of the disadvantage experienced by the individuals you aim to support.

Where will the project be based?

Give the details of the geographical area where the project will be based and detail the area from which the beneficiaries will originate.

2. Outcomes

In this section, we want to know about the changes or difference (the outcomes) that your project will make. We want to know how you will achieve these outcomes and how you will know you have achieved them. We recommend at least **one** project outcome and no more than **three**. Your project outcomes must clearly show how they contribute to the Bairdwatson Trust's aim of "improving the employability of individuals".

Project **activities** could include the specific direct deliverables, such as the products, services or resources that are delivered through the work. These are the actions or tasks that will be taken to achieve the proposed outcomes. Please provide timescales of when the activity will take place during the funded period.

In addition you should detail the processes, tools and methods you will use to track whether your project outcomes are being achieved and show that your project is making a difference. What tools or systems will you use to record the indicators you identified? Further information and suggestions for evaluation tools and monitoring impact will be provided should your application be successful.

3. The Project Budget

What is the total amount you are requesting from the Bairdwatson Trust?

Include the total amount of funding that you are requesting from Bairdwatson for your project.

Indicate how the funding for the project will be made up and include any other funders involved, the amount and if the funds have been secured or are pending confirmation. If awaiting award decisions, please indicate when you expect to hear about decisions,

Please complete this section with a simple budget detailing the total expenditure of the project, highlighting the items that the Bairdwatson funding will contribute to. Please include a separate budget sheet if necessary.

Declaration

All Application Forms must have a signed declaration. A scanned electronic signature is permitted on forms submitted electronically, however If you are unable to scan a signature, please type, complete and email. A printed declaration page should then be posted to the assessor at the above address.