



SUSTAINABILITY GRANT APPLICATION FORM  
**Financial Assistance to Early Years Groups**

**TELL US ABOUT YOUR GROUP**

**Q1**

Please provide us with your details

**Name of Group**

**Name of main contact person**

**Title**

**First Name**

**Surname**




**Position in Group**

**Full address of where Group is held**

	<b>Postcode</b>	

**Telephone numbers**

<b>Office</b>	
<b>Home</b>	
<b>Mobile</b>	

<b>Website</b>	
<b>Email</b>	
<b>Fax</b>	

**Q2**

**What does your Group do?**

Playgroup

 2's Group

Commissioned to deliver Curriculum for

Excellence Early Years

 Parent's Group

Other (Please describe in lined box below)

 Out of School Care Club


**Q3**

**How many people are involved in your Group? (Please give numbers)**

Committee members	<input type="text"/>	Paid staff full-time	<input type="text"/>
Members	<input type="text"/>	Paid staff part-time	<input type="text"/>
Other volunteers	<input type="text"/>	Children at your establishment	<input type="text"/>

**TELL US ABOUT THE PEOPLE YOUR GROUP WORKS WITH**

**Q4**

**What age groups does your Group cater for?**

0-2     2-3     3-4     4-5     5+     Parents/others

**Q5**

**Which part(s) of Aberdeenshire do they live in?**

**TELL US ABOUT THE GRANT REQUESTED**

Pre-School Grants are provided to Early Years Groups to help with their survival. Grants are mainly provided for rent, water rates and utility bills. It is extremely rare to provide a grant to cover (or part cover) staff wages.

**Q6**

**What do you require the grant for?**

- (a) to assist with your Group's general running costs
- (b) to assist with the costs of a particular project or event
- (c) to assist building work or purchase of equipment
- (d) other purpose

**For us to be able to consider your request for Public Funding you must send with this application**

- (a) A copy of your most recent accounts signed off by an independent Qualified Accountant**
- (b) Copies of recent bank statements for all bank accounts for the Group**
- (c) Projected income and costs for running the Group to the end of the current Academic Year**



**Q9 (a)**

**Please describe what fundraising activities your Group held last year**


**Q9 (b)**

**How much income did your Group generate last financial year?**

**(this should also appear in your statement of accounts)**

Normal Income from activities eg. fees from users, commissioned places	£
Income from Local Fund-Raising eg. Raffles	£
Income from Grants eg. Lottery Council, Scottish Executive	£
Other Income	£

**Q10 (a)**

**Please provide your bank account details to allow payment to be made direct**

<b>Account name</b>			
<b>Bank/building society name</b>			
<b>Bank/building society address</b>			
<b>Sort code</b>		<b>Account Number</b>	

**Please supply us with details of all other bank or building society accounts that the Group holds**


**Who are the signatories and what position do they hold in your Group?**

(a) Name		Position	
(b) Name		Position	
(c) Name		Position	
(d) Name		Position	

**Q10 (b) Financial Information**

**Please give information from your most recent Audited Accounts**

**(a copy of these must be attached to the application)**

Financial Year  
ended

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Opening Balance at start of year	£
Total Income for that year	£
Total Expenditure for that year	£
Surplus / deficit for that year	£
Closing Balance	£
Balance held in bank account at year end	£

**Q10 (c)**

**Further information on your Audited Accounts**

**If the Group have more than one bank account, does each account have a different purpose. If so, please explain below**


Feel free to provide additional information on a separate sheet if you wish. Please return this form fully completed to the address below and remember to enclose the following:

**Accompanying Documentation Checklist.**

**Please go through this checklist carefully and ensure that the required documentation is enclosed. Failure to enclose will lead to a delay in processing the application.**

<b>Document</b>	<b>Tick</b>	<b>Reason if not enclosed</b>
Financial Accounts (signed)		
Recent Bank Statement(s)		
Budget income and cost Projections to end of current Academic Year		
Copies of Letters of Award from Other Funders – page 5		

**Q11**

**Your Chairperson, Treasurer or Secretary must sign below.**

I confirm, on behalf of (insert name Group below)

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That I am authorised to sign this declaration on their behalf, and that, to the best of my knowledge and belief all replies are true and accurate. I have read and understood the criteria for grant awards and confirm that we will abide by the terms of the grant. If the Group is successful I confirm that the Group will be bound to use the grant only for purposes specified in this application, and will have to comply with any terms and conditions attached to the grant by Aberdeenshire Council. I understand that Aberdeenshire Council have also requested supporting information as listed on the next page. The information on this form will be processed electronically for administrative purposes. This information is confidential. The processing and storage of this information will comply with the Data Protection Act 1998.

**Position held in Group**

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**Title**

**First Name**

**Surname**

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**Contact address**

	<b>Postcode</b>	

**Telephone Day**

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**Telephone Evening**

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**Signed**

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**Date**

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Please return to;

Early Years Team  
Aberdeenshire Council  
Woodhill House  
Westburn Road  
Aberdeen  
AB16 5GB

Email – [Samantha.Smith@aberdeenshire.gov.uk](mailto:Samantha.Smith@aberdeenshire.gov.uk)

**FOR OFFICE USE ONLY**

<b>Documents Received</b>	<b>0 – Not Applicable</b> ✓ - Yes X – No	<b>Action Taken</b>
Signed Application Form		
Most recent Audited Accounts		
Recent Bank Statement		
Budget		
Letters of Award from Others		