

MVV Environment Baldovie

Challenge Fund

Application Form 2019

**Application for Funding**

**Closing Date: 3rd June 2019**

Please complete this form with as much information as possible using BLOCK capitals or typed throughout. Failure to complete this form in full will result in your application being unsuccessful.

1. **General**

|  |  |  |
| --- | --- | --- |
| **APPLICANT INFORMATION** | | |
| Name of school: |  |  |
|  |  |  |
| Named contact: |  |  |
| Position: |  |  |
| Telephone: |  |  |
| E-mail: |  |  |
|  |  |  |
| Secondary contact: |  |  |
| Position: |  |  |
| Telephone: |  |  |
| E-mail: |  |  |
|  |  |  |
| Address: |  |  |
|  |  |  |
| Postcode: |  |  |
|  |  |  |
|  |  |  |

**1.1 Organisational Mission**

Please tell us about your school’s overarching vision, mission and values (max 100 words)

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**SECTION 2 – THE PROJECT**

|  |  |  |
| --- | --- | --- |
| Project title: |  |  |
|  |  |  |
| Amount of funding requested: |  | £ |
|  |  |  |
| Project start date: |  |  |
|  |  |  |
| Project end date: |  |  |

**2.1 Project details**

# Please describe the project/activity you are applying for funding? Include details on location, participants etc (max 300 words)

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**2.2 Challenge Fund Priorities – Project Outcomes**

Tell us your project outcomes and remember to keep them SMART

(please refer to the guidance notes for more information) (max of 500 words for this section)

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**2.3 How will you make this project happen?**

Please provide an outline project plan for the project, including any key dates and milestones (max 200 words)

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**2.4 New project or an on-going project application?**

Will this funding support a current project, or will this be the start-up funding for a new project? If part of a current project, please outline below and indicate the total cost of that project. If an ongoing project, please demonstrate innovation (max 200 words)

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**2.5 Project Budget**

Please provide a balanced budget for your project, showing main categories of expenditure, and income sources. The planned expenditure and income figures should match.

# (If necessary, this can be submitted as a separate document in a similar format)

# 

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please list your project expenditure categories (budget)** | **£** |  | **Please list your project income sources (budget)** | **£** |
|  |  |  |  | |
|  |  |  | e.g. Other grants |  |
|  |  |  | e.g. Own resources |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | **This Challenge Fund application** |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total planned expenditure** |  |  | **Total planned Income** |  |

**2.6 Other funding sources**

If you have included any other funding source in your budget at 2.6 above, please indicate the status of that funding application and the date of this application – e.g.

* Funding confirmed
* Awaiting confirmation
* Conditional on the success of this application (max 100 words)

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**2.7 Partial funding**

If the full amount requested is not awarded, will the project be able to go ahead? If so, how? (max 200 words)

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**2.8 Legacy impact**

What will happen after the project ends? (max 200 words)

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**DECLARATION**

By signing this form I agree that:

* The information provided within this form and any document attached to this form, is correct to the best of my knowledge and belief
* If required, a member of the Challenge Fund Committee may contact me for further information to help with the decision-making process

If this application is successful, I agree that:

* MVV Environment Baldovie, Dundee City and Angus Councils may use details of any award made in any of their publicity material.
* Any insurance liabilities that may arise from the activities funded will remain the responsibility of the applicant – you are advised to ensure appropriate cover is in place.
* Any payment made will be returned in full if the project does not take place within 6 months of the original start date proposed; if the funds are not used as described or if an activity report form is not submitted within the prescribed period as advised with your award.
* If the project evaluation form is not submitted within the agreed timeline, the funds disbursed must be returned
* A representative of your organisation will be invited to attend the Challenge Fund Disbursement Ceremony on **24th June 2019.**

|  |  |  |
| --- | --- | --- |
| Signature: |  |  |
|  |  |  |
| Print Name: |  |  |
|  |  |  |
| Position: |  |  |
|  |  |  |
| Date: |  |  |

**SUBMISSION AND CONTACT DETAILS**

Please submit completed application forms by **3rd June 2019** to Mimi Mwasame, Community Liaison Manager, [Mimi.mwasame@mvvuk.co.uk](mailto:Christie.Milne@abdn.ac.uk).

**PRIVACY STATEMENT**

MVV Environment Baldovie is a data controller as defined in the Data Protection Act 2018.

Any personal data collected in this form will only be used within MEB, Dundee City and Angus Councils for the purposes of maintaining our records, and for contact purposes, and will be destroyed after five years. Where appropriate, the data may be processed by MEB, Dundee City and Angus Councils staff. The data will not be passed to any other third party without your explicit consent, except where MEB, Dundee City and Angus Councils are required by law to do so.