



FOR OFFICIAL USE ONLY	
CNPAREF:	DATE OF RECEIPT:
COMMENTS:	

Cairngorms National Park Authority
Small Grants Schemes
APPLICATION FORM

You may download a copy of this form from the CNPA Web Site and complete it on a computer using Microsoft Word.

Please refer to the Guidance Notes when completing the form

1. Contact details

a. Name of your organisation	
b. Contact name	
c. Position in organisation	
d. Contact address	
e. Post Code	
f. Phone	
g. Email	

2. About your group or organisation

a. What are the objectives of your group?

b. Does your group have: <i>Please mark an X under Yes or No as appropriate</i>	Yes	No
A constitution and an elected committee and office bearers? <i>(if yes, please include a copy of your constitution)</i>		
Annual accounts and your own bank account?		
Membership open to anyone?		
If your answer to the above question is No, please state what membership restrictions apply to your group:		
c. Is your group based in or mainly working in the area of the National Park?		
d. If it is a membership organisation, how many members does it have?		
e. Have you previously been awarded grant funding from: <i>(please mark an X as applicable and include a copy of the grant approval letter)</i>		
Local Enterprise Company		
Local Authority		
LEADER+		
Awards for All/Lottery		
Rural Challenge Fund		
Scottish Land Fund		
Cairngorms National Park Authority		
Other public or charitable funding <i>(Please give details below)</i>		
f. If your group is a charity, please give your Charity Number		
g. If your group is a company, please give your Company Registration Number		

3. Your project.

a. Project Name
b. Describe why this activity or event is needed?

c. Please describe your project and what it aims to achieve immediately for your community and for the National Park. If this is part of a joint application with another community, please specify the name of the other group, and how the projects link -up.

d. Describe how your project is new or different?

e. How does your project relate to the aims of the National Park?
(see guidance notes for details)

f. Under which CNPA grants scheme are you applying? *(please tick the box for more than one if your project has clear links with other CNPA schemes)*

Community capacity building and networking	
Local marketing and events	
Local biodiversity	
Interpretation	
Outdoor Access	
Cultural Heritage	

g. When will it take place and how long will it last? *(give estimated date of completion)*

h. Where will your Activity or Event take place?

i. Which of the following areas might be affected by your Activity or Event?
(please tick relevant boxes, or give the name of other areas below)

Badenoch		Strathspey		Upper Moray		Upper Donside		Upper Deeside		Angus Glens	
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Other:

j. Explain any risks that might mean you can't complete your project and what you are doing to prevent them from being a problem?

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k. Are any special permissions required, and if so, how are you dealing with them?

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l. How many people will be involved?

Members of your group?	
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People from your community?	
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General public/visitors?	
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m. What longer term impact will your project have on your group or your community and the National Park once it is completed?

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n. How will your project reflect the aim of A Park for All?

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o. If you have undertaken a project like this before, please give brief details.

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p. Attachments (tick the relevant box if you are submitting any of these documents)

Map		Diagram		Drawing		Plan		Report		Photos		Other	
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Details:

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4. Project costs and funding

a. Please list the project costs:	Total Cost (£)	Expend. Year	
		2005/6	2006/7
Hiring or purchasing equipment.			
Event venue costs			
Print, publicity and advertising.			
Professional advice or services.			
Materials used for the event or activity			
Administration and expenses.			
Other costs			
b. Total project cost:			
c. Expected revenue			
d. Net project cost (b - c)			
e. What other sources of funds do you have? (list amount and source) - - - -			
f. How much grant are you applying for?			

PLEASE NOTE THAT YOU EXPECTED TO PROVIDE ALL RECEIPTS WHEN MAKING THE FUNDING CLAIM

Declaration:

On behalf of

Name of your Group

.....
I apply for a grant from the Cairngorms National Park Authority, in respect of the project described in this application, under the terms of the Communities in the Park Grant Scheme.

I certify that the information given in this application is correct to the best of my knowledge and that none of the project costs set out above have been paid for, or have been the subject of a contractual commitment, prior to the date of this application.

I understand that use of the grant for a purpose other than that set out in our Application, or the submission of a false claim for grant, may result in the offer of grant being withdrawn and our being required to repay to the CNPA any grant already paid to us.

*** I agree that information provided about our group and project in this application may be held in electronic form by the CNPA for the purposes of communicating with our group on subjects not related to the Small Grants Scheme and to further develop its work with communities in the National Park.**

**** If grant is approved for our project, I apply for an advance payment of one third of the total grant approved.**

Signed:

Date:

Name of signatory

.....
Position in group

.....
Contact Details if different from Section 1:

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*** This agreement is necessary to allow the CNPA to fulfil its obligations under the Data Protection Act. You may delete this paragraph if you do not wish your information to be held and used in this way.**

**** Delete if not applicable to your project.**

The completed and signed applications should be returned to:

**“Communities in the National Park” Grant Scheme,
The Cairngorms National Park Authority
14 The Square
Grantown-on-Spey
PH26 3HG**