Section One | Contact Details

Organisation Name & Address Details:

Name of your organisation:

Address of your organisation:

Street:

Town/City:

County:

Postcode:

Website:

Telephone:

General/Office Email:

Main Contact Person:

(These are the details that will be used for correspondence purposes)

Title:

Forename(s):

Surname:

Job Title:

Work/Office Phone:

Home Phone:

Mobile Phone:

Email:

[ ]  Use organisation’s address for correspondence (see above)

Section Two | About the Organisation

[ ]  Are you part of a larger regional organisation?

Which local authority will the activity take place in?

When was your organisation established?

(Please provide the month and year your organisation was formally constituted)

Month: Year:

What type of organisation are you?

(Please check the relevant box(es) and input the charity and company numbers where appropriate. All Scottish charity numbers start with SC0)

[ ]  Registered charity

[ ]  Company limited by guarantee

[ ]  Unincorporated club or association

[ ]  Community interest company

[ ]  Scottish charitable incorporated organisation

[ ]  Other:

Staffing and Volunteers:

(How many of the following are involved in the organisation?)

Full time staff/workers:

Part time staff/workers:

Management Committee:

Members (excluding management committee):

Volunteers (excluding management committee):

Briefly describe the purpose of your organisation, and the core river catchments or coastal area where you carry your work:

Please describe who benefits from the work of your organisation (i.e. members or service users):

Section Three | Financial Details

What was your total income over the last accounting year?

What are your current unrestricted reserves?

Why can these unrestricted reserves not be used for this project?

Please state the name and position of the independent examiner who has signed your accounts.

Name:

Position:

Bank Account Name:

Bank Account Number:

Bank Sort Code (Do not enter spaces or dashes):

Please note if your account name is not the same as the name of your organisation, we may not be able to make a grant.

If it is different state, why:

Section Four | Your Project

Project Name:

Please provide a brief description of the project you are applying for, including details of how it will be run:

Project/ Funding Start Date:

Project/ Funding Ending Date:

On which River(s)/Coastal Zones will the project take place?

What evidence do you have that this project will help support the status of wild salmon and sea trout stocks in the Scottish rivers and coastal area?

How will you evaluate the success of your project?

Will the project continue beyond the life of the grant?

How, and by whom, will the project be managed and what relevant skills do they have?

Who, if anyone, will you collaborate with to deliver this project?

Project Budget:

What is the total cost of the project?

How much money are you applying to us for?

How much has been raised so far?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Source of funds | Amount requested | Item/ Description | Confirmed Y/N | Date expected to receive decision |
|  |  |  |  |  |

Will you be contributing any of your own funds to the project or fundraising locally to help meet the costs? If so, please state how much and how these funds have been raised.

Please provide a full breakdown of the grant request:

Ensure the breakdown adds up to the amount you have requested and provide the calculations for each item in the table below

|  |  |
| --- | --- |
| Item/ Description | Amount |
|  |  |

Application Signatory:

Forename:

Surname:

Company Name:

Position:

Phone:

Email:

Street:

Town:

County:

Postcode:

Relationship to your Organisation:

Please use this space to tell us anything else about your project that you think is relevant to your application and not covered elsewhere:

How did you find out about this funding programme?

Before submitting your completed application, please upload the following supporting documents:

* Your **most recent annual accounts**.
* If your grant request is for any item(s) costing £300 - £3,000 please provide at least **one quote** for each of those items.
* If your grant request if for any item(s) costing more that £3,000 please provide at least **two quotes** for each.
* A copy of a **recent bank statement** with your bank, account name, sort code and account number clearly visible.

If you do not have any of the required documents available electronically, please submit the application and email them as soon as possible to: wildfisheriesfund@salmonscotland.co.uk

All your documents must be received within five days of submitting or the application deadline, whichever is sooner.

Please note that your application may not be processed for assessment until all the required documents, listed above, have been received.

Documents to follow via email within five days or by the application deadline:

[ ]  Yes

I declare that the information contained in this application is correct, that the constitution (or other governing document) submitted with the application is the most up-to-date version adopted by the members of the above organisation, and that I am authorised to make the application on behalf of the above organisation and with whom it has been discussed. I understand that decisions made by Salmon Scotland are final.

By submitting your application, you agree to allow Salmon Scotland to retain your personal data on its database in order to process your application. We will use the information you give us to help assess your application and administer any grant we award you. We may also publish this information on our website or use it to analyse our grant making for our own research. We may give copies if this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating our programmes.

We may also share information with other organisations providing matched funding.

[ ]  Yes

Signature:

Name in print:

Return all completed forms to: wildfisheriesfund@salmonscotland.co.uk

Salmon Scotland will contact you if further details are required.