

INVERNESS WEST WARD

Discretionary Budget Application Form 2010/2011

PLEASE NOTE:

A COPY OF CONSTITUTION AND ANNUAL ACCOUNTS SHOULD ACCOMPANY THIS FORM

APPLICANT DETAILS

*This form must ONLY be completed by the applying organisation or individual. Please complete this as fully as you can. **IF THIS APPLICATION IS NOT FULLY COMPLETED, IT MAY DELAY YOUR REQUEST.** Further information may be asked for at a later date.*

1. Full Name of organisation or individual applicant

2. Contact for Correspondence

(Please give name, address, phone and e-mail address)

Name:

Address:

Post code:

Tel No:

e-mail:

Unless otherwise requested, the Council will now make payments direct into an organisation's Bank Account. Please complete the section below with your bank details.

Would you prefer to receive a cheque direct?

YES **NO** *(please delete as necessary)*

If applying as an individual are you an employee of Highland Council

YES **NO** *(please delete as necessary)*

Bank or Building Society Name:

Bank Sort Code:

Account Name:

Account Number:

3. What does your organisation do?

(In 3 – 4 sentences, summarise the aims and main activities of the organisation. If you are applying as an individual, go to 4)

PROJECT DETAILS

4. What will the money be used for?

(In 3-4 sentences, give details of the project, where and when it will take place and any other relevant information)

FUNDING DETAILS

What are the total project costs?

£

How much are you requesting from the Ward Discretionary Budget?

£

5. You must give details of other Council and/or external agency funding applied for

(What will your own organisation contribute? For other sources please state amounts and whether or not confirmed)

<i>Organisation applied to:</i>	<i>Amount applied for:</i>	<i>Confirmed YES/NO</i>

Statement:

To the best of my knowledge the information on this form gives a true and accurate account of this organisation's work and needs. I confirm I am authorised to complete this application and have read and agreed to the undernoted terms and conditions:

- 1 The Highland Council must be acknowledged as a supporter of the project in any public announcements, press or media comment, advertising and such other promotional material.*
- 2 The Highland Council reserves the right to publicise this assistance and include it in a public record of grants.*
- 3 The Highland Council will request copies of all invoices paid etc., in respect of this project.*

Signature:

Position in Organisation:

Date:

□

FOR OFFICE USE ONLY

CONFIRMATION OF GRANT:		<i>Constitution enclosed?</i>	<input type="checkbox"/>
		<i>Annual Accounts enclosed?</i>	<input type="checkbox"/>
<i>Ward Manager's Decision and Signature:</i>	<i>Members' Consultation:</i>		
<i>Signature</i> <i>Date:</i>	<i>Councillor Alex Graham</i>		
	<i>Councillor Pauline Munro</i>		
	<i>Councillor Alasdair Christie</i>		

This form should be returned as soon as possible to
Ward Manager – Inverness West, Town House, Inverness IV1 1JJ
Or E-mail: ken.gordon@highland.gov.uk Tel: 01463 724222