

INVERNESS SOUTH 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)*

Organisation applied to:

Amount applied for:

Confirmed YES/NO

| Organisation applied to: | Amount applied for: | Confirmed YES/NO |
|--------------------------|---------------------|------------------|
|                          |                     |                  |
|                          |                     |                  |
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|                          |                     |                  |
|                          |                     |                  |

### 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**

|   |                                |                                  |                          |
|---|--------------------------------|----------------------------------|--------------------------|
| <b>CONFIRMATION OF GRANT:</b>                 |                                | <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><br><i>Date:</i>              | <i>Councillor Jim Crawford</i> |                                  |                          |
|   | <i>Councillor John Holden</i>  |                                  |                          |
|   | <i>Councillor Roy Pederson</i> |                                  |                          |
|   | <i>Councillor Thomas Prag</i>  |                                  |                          |

This form should be returned as soon as possible to  
Ward Manager – Inverness South, Town House, Inverness IV1 1JJ  
E-mail: [charles.stephen@highland.gov.uk](mailto:charles.stephen@highland.gov.uk) or [ken.gordon@highland.gov.uk](mailto:ken.gordon@highland.gov.uk) Tel: 01463 724222