



GUIDE TO APPLICANTS

The Incorporation of Bonnetmakers and Dyers of Glasgow

General Funding Application

The funds held are primarily for the benefit of Glasgow and her citizens and if you fall outwith those parameters you should not submit an application. **Political, municipal, and ecclesiastical** appeals cannot be entertained. Charities duplicating rather than complementing existing services and those with national purposes and/or large running surpluses normally cannot be helped.

Applications should include evidence of charitable status, current funding, and the use you are making of that. Projects should be demonstrated to be practical and business-like. It is a condition of any grant given that a report is made as to how the funds have been used. **Grants not used for the purposes stated, must be returned.** Applicants receiving help one year will normally be refused the next.

The application form overleaf should be completed paying particular attention to the request for information about how you will use the grant, if awarded, and accompanied by two copies of your latest accounts and/or business plan. Evidence of need must be produced, as should evidence that client groups participated in decision taking, and that their quality of life and choice is enhanced. Where possible, costs and financial needs should be broken down, evidence of the difference which a grant would make be produced, and details given, with results, of other grants applied for.

Please return the completed form to:

Mr. Tom Monteith
Clerk
The Incorporation of Bonnetmakers and Dyers of Glasgow
69 Buchanan Street
Glasgow
G1 3HL
Tel: 0141 370 0900
E-mail: tom@monteithsolicitors.com

Scottish Charity No. SC001872

The Incorporation of Bonnetmakers and Dyers of Glasgow - General Funding Application

Name of Organisation/Project applying for help:

Address:

Telephone Number:

Date established:

Charity Number (if applicable):

General Aims of the Organisation/Project:

Is a professional fundraiser employed?

What is the appeal for?

Total Project Cost: £

Is there any funding already in place?

Amount sought from Commonweal Fund: £

If so, how much? £

What are your plans to raise money?

If you have a 'shopping list', please indicate costs and items involved

NB - MONEY WILL **NOT BE** AWARDED TO FUND RUNNING COSTS OF PROJECTS e.g. STAFF COSTS, HIRE OF PREMISES, etc.

FINANCIAL INFORMATION REQUIRED:

- Enclose 2 copies of last accounts
- Year End Cash Balance (from Balance Sheet)
- Total Expenditure for the year.
- Your Net Assets (from Balance Sheet)
- Total Income for the charity for the year

Has your appeal been recommended by anyone?
(Please supply letter of endorsement)

If so, who?

Have you had a previous award from the Commonweal Fund?

If so how much, £
& when?

Name and position of person signing form:

Address

Tel. No.:

Date:

PLEASE NOTE THAT SHOULD THE FUNDING NO LONGER BE REQUIRED FOR ITS ORIGINAL PURPOSE, THE CHEQUE SHOULD BE RETURNED TO THE INCORPORATION OF BONNETMAKERS AND DYERS OF GLASGOW.

NB: In order for this appeal to be considered at the meeting on dd/mm/yyyy it must be received no later than dd/mm/yyyy.