

# Creative & Caring Moray

Community Development Small Grants Fund

## GRANT APPLICATION FORM (please type if possible)

1. Contact details	
Name of Organisation	
Name of Contact	
Position	
Address	
Phone	
Website / e.mail	

2. Please describe the 'project' the grant will be used for? What will it actually do / who will benefit? (see guidance priorities)

Will you be working with any other organisations/groups on this project?	
When will the project start and end?	

**3. OUTPUTS: what are the things which will happen during the project? (give details with numbers, of events/workshops to be staged, volunteers to undergo training, visits to be carried out or sessions to be held etc.**

**4. OUTCOMES: as a result of your project and its activities, what will be achieved? Briefly describe the difference your project will make to individuals and communities?**

**5. SUSTAINABILITY: how will the project/activities be continued after this funding has ended?**

**6. EVALUATION: how will you show us that your project has made a difference?  
 What evidence will you gather to show it has met its outcomes? (e.g. surveys, reports, logs of sessions, user satisfaction assessment, diaries etc.)**

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<b>COSTS:</b>	
<b>What is the total cost of the project?</b>	
<b>Please give a breakdown of costs (e.g. equipment, training, leaflets, travel etc.)</b>	
<b>How much are you applying to 'Creative &amp; Caring Moray' for?</b>	
<b>What other source/s of funding do you have for this project?</b>	

**NEXT STEPS:**

Send us your completed form, by noon Monday 18<sup>th</sup> February 2013, to

**Steven McCluskey, Strategic Manager Health Improvement  
Moray Community Health & Social Care Partnership  
Spynie Hospital, Duffus Road, Elgin - IV30 5PW  
Email: [steve.mccluskey@moray.gov.uk](mailto:steve.mccluskey@moray.gov.uk)**

Tel: 01343 567188

**Please remember to follow the guidance closely when completing your application.**

**DECLARATION:**

**I/We agree to abide by the terms and conditions of the Moray Active for Life fund grant as set out in this application form and the accompanying guidance notes and funding terms and conditions detailed.**

**I/We understand that any offer of a grant will be conditional until you confirm what you have told us in your application (see pg6 guidance).**

**I/We agree to provide regular reports on the progress of your project, including financial information and all original receipts, and an evaluation report on completion.**

**I/We confirm all the information provided in this application is accurate.**

Signature

Date

PRINT NAME

**THE CLOSING DATE FOR FUNDING APPLICATIONS IS NOON 18<sup>th</sup> February 2013**