



APPLICATION FOR TOP-UP GRANT

What is the name of your Organisation?

Please tell us the name, address, and telephone number of the contact person dealing with this application.

Name:

Address:

Post Code:

Telephone Number

What position does the contact person hold within the Organisation?

1. Is your Organisation registered and recognised by Loretto?

 Yes No

2. Does your Organisation receive Grant Funding from Loretto?

 Yes No

3. How many Committee Members are there in your Organisation?

 Number of Tenants Number of Owners

4. How many of Members do you have in your Organisation?

 Number of Tenants Number of Owners

5. Please provide details of your proposed project. (why you need funding and what benefit would the project be to your association)

.....

.....

.....

6.(a) Please provide a breakdown of what you need with estimated costs.

Item	Estimated Cost
Total	

Note: If your project includes computer equipment you will require insurance. Include the cost of insurance within your estimates costs.

6.(b) Please provide 2 quotes of estimated costs – e.g., from Computer Company, Insurance Company.

6.(c) Please tell us the address(es) of where all equipment will be kept.

Item	Address

7. How much money does your Organisation currently have in the bank?

£

8. How much is your Organisation able to contribute towards the cost of your proposed project?

£

9. Please tell us how much Top-up Grant you are looking for.

£

10. Please provide: -

a) A copy of your current audited accounts.

b) A copy of the minute of the meeting where the project was agreed.

11. Have you applied to GHA or any other Agency for a grant for this purpose? (If yes, please give details).

Yes

No

.....

.....

.....

12. Have you undertaken any fundraising activities in support of this project? (If yes, please give details)

Yes

No

.....
.....
.....
.....
.....

13. Please provide any additional information that you think would support your application for Top-up Grant.

.....
.....
.....
.....

14. I confirm that, to my knowledge, the information I have given on this application is correct.

Signed

Date

Please return the completed form to:

Isabella Gallacher
Community Governance & Compliance Team
2nd Floor Wheatley House
25 Cochrane Street
GLASGOW
G1 1HL

Telephone: 0141 274 6673

CONDITIONS FOR TOP-UP GRANT

Your Organisation must comply with the conditions detailed below in order to be considered for a Top-up Grant.

- You must be registered with Loretto.
- Provide a copy of your latest audited financial accounts.
- Allow access to your accounts by Loretto/Community Governance & Compliance Team if required.
- Make provision to insure any costly items, such as computer equipment.
- Provide details of where equipment will be kept.
- Provide evidence of estimated costs for all proposed items within the project – including insurance for computer equipment.
- Should the grant be successful, all receipts must be forwarded to Community Governance & Compliance Team immediately after purchase.
- All equipment will be repaired and maintained by your Organisation.
- Any items purchased with a Top-up Grant will be returned to Loretto should your Organisation dissolve.