

ANDY JACKSON FUND FOR ACCESS - APPLICATION FORM

APPLICATION NOTES

Please **read all** of the following notes before completing the application form.

1. Read the aims of the fund on [the website front page](#). Your application form should describe how they help with these aims.
2. In the first instance applicants are encouraged to consult with their **local canoe club** and with the **SCA Access Officer** and **SCA Access Committee**.
3. A detailed description of the project for which funding is sought should be provided. Where applicable this should be backed up by reports or information from professional advisors.
4. Full details are required on the total cost of the project, broken down into key elements. Details on all sources of funding for the project should be provided, in addition to the proportion sought from the Fund.
5. Where the project can be linked to direct outcomes e.g. an increase in participation numbers include this information in the project description.
6. Except in exceptional circumstances the Fund will grant **up to a maximum of £1000** towards total project costs. Usually funding for ongoing revenue expenditure will not be considered. Funding will not be given to cover previously incurred expenditure – therefore applicants **MUST** wait for the outcome of this application process prior to commencing their project.
7. Wherever possible, grant aid is given to help projects leverage match funding. In exceptional circumstances however, the Fund may also be used to meet the full costs of a project.
8. There is no limit on the number of times you can apply to the Fund. Funds will be released to successful applicants at the Trustees discretion – however, this will usually be on receipt of invoice copies. Subsequently, proof of payment will also be required.
9. Complete all sections detailed in the application form, write clearly using capitals and black or blue ink. Incomplete applications will be returned.
10. You are not limited to the form and additional relevant information can be appended as necessary. This must be clearly referenced.
11. Completed application forms should be sent to:

Andy Jackson Fund for Access
robin.cole@canoescotland.org
12. If you have need any clarification on any aspect of the Application process or the purpose of the Fund please contact the Fund's Committee: robin.cole@canoescotland.org

APPLICATION DETAILS

Name of the Organisation*	
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*This is the name of the organisation who are applying for the funding

Address/Location of the Organisation	

Correspondence Address*	

*If different from Organisation address. Please include a postcode.

Contact Name*		Position	
Daytime Telephone No.			
Evening Telephone No.			
Email Address			

*Person to whom all correspondence regarding the Funding application should be sent. This person should also sign the completed application.

Type of the Organisation*			
Are you a Registered Charity?	Yes		No
If Yes, Registration No.			

*e.g. a club, charity, company, etc. If the organisation is a registered charity please provide your registration number. Please note only constituted bodies with bank accounts may apply – individuals may not apply.

Organisational Remit*	

*What is the purpose of your organisation? If you have a constitution please provide details here. Information including membership numbers should be detailed where appropriate.

Have you already contacted the SCA Access Committee?	Yes		No	
If Yes, please give details				

Purpose of the Grant / Description of Project*

*Please provide a detailed description as to what the grant is sought for i.e. the project details. Continue on a separate sheet if required.

Detailed Project Cost Breakdown*	Amount £
	£
	£
	£
	£
	£
TOTAL COSTS	£

*Please provide a breakdown of the project costs e.g. capital expenditure – buildings, paths etc and revenue expenditure - consultancy input, research, education programmes, staff etc.

Sources of Funding*	Amount £	Is the Funding Secured? (Yes / No)
	£	
	£	
	£	
	£	
	£	
TOTAL COSTS	£	

*Please provide a breakdown of how the project will be funded including how much you are asking for from the Fund. Detail other organisations e.g. The Lottery to which you have applied and indicate which of the funding sources are secured. Where appropriate, proof of other funding secured should be provided.

Previous Fund Applications*	none

*Have you previously applied to the Fund for assistance? If yes, please quote the relevant reference numbers.

Payment Details*	
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*If the application is successful to whom should cheques be made payable?

Signed*		Date	
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*The application should be signed by the named contact.

For Office Use Only

Date Received		Signed	
Reference Number	AJFA	Action	