**Livingston Village Community Education Centre Association Management Committee**

will take applications for Donations/Free Lets from

Member Groups and local voluntary groups in the area of benefit who actively pursue aims in line with those of Livingston Village Community Education Centre Association

**PRIORITY**

Will be given to groups who

* Intend to use the grant for the purpose of ‘Educational Advancement’
* Attend a minimum of 6 out of 10 Committee Meetings

CRITERIA FOR GRANT AID

1 Grants will not be awarded for personalised items such as clothing etc.

2 Grants will not be awarded for political purposes.

3 Applications for equipment purchase will normally be considered in terms of suitability of use of equipment by all

Groups. Specialised items of equipment will be given consideration also.

4 Applications will only be considered on an official Application Form.

5 The purpose of the grant should be clearly stated.

6 Copy of latest Bank Statement submitted.

7 Copy of last year’s Accounts submitted.

8 Group agrees to provide Management Committee with copy receipts and evaluation report of grant expenditure as required.

9 If a grant is not used for the purpose applied for it should be returned to Livingston Village Community Education Centre Association

West Lothian Council

Community Education Service

**Livingston Village**

**COMMUNITY EDUCATION CENTRE ASSOCIATION**

**GRANT AID**

**APPLICATION FORM**

Please return to:

Livingston Village Community Education Centre Association,

Livingston Village PS,

North Kirkton Road,

EH54 7EQ

Or

Scan and email to

admin@lvceca.org.uk

1 Name of Group/Organisation ………………

 ………………………………………………….

 ………………………………………………….

2 Name of Applicant …………………………..

…………………………………………………

 Position held in Group/Org …………………

 ………………………………………………….

 Correspondence Address…………………..

 …………………………………………………

 ………………………………………………….

 …………………………………………………

3 Brief description of your Group and its activities

 ………………………………………………….

 ………………………………………………….

 ………………………………………………….

4 Age range of Members ……………………

5 Numbers in Group attending regularly……

………………………………………………..

6 Meeting place of Group…………………….

 …………………………………………………

7 Frequency of Group Meetings ……………

………………………………………………..

8 Request for :-

Free Let/Request for Donation /Grant Aid (Please delete as appropriate)

9 Purpose of Grant request or Free Let request…………………………………

 …………………………………………

 …………………………………………

 …………………………………………

 …………………………………………

What educational benefit will this be to your Group?

 …………………………………………

 …………………………………………

 …………………………………………

 …………………………………………

10 Total cost of Equipment/Project etc………………………………….......

 Grant Request………………………..

 Group Contribution…………………..

11 Copy of latest Bank Statement enclosed YES/NO

Copy of last year’s Accounts enclosed

 YES/ NO

12 On behalf of Group, I agree to abide by conditions stated overleaf and return any portion of grant unused or not used for purpose intended.

Signature of Applicant………………………………………