

**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

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2 Name of Applicant

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Position held in Group/Org

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Correspondence Address.....

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3 Brief description of your Group and its activities

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4 Age range of Members

5 Numbers in Group attending regularly.....

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6 Meeting place of Group.....

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7 Frequency of Group Meetings

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8 Request for :-

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

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

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What educational benefit will this be to your Group?

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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.....