

## Get Active Highland Fund - Application Form Guidance

Here are all the questions we ask in the application form for the **Get Active Highland Fund**. The guidance in the right hand column gives you more details about what you will need to tell us in your answers.

### Section 1 - Your Club or Group

Please tell us about your club or group.

Question	Guidance
<b>1. What is the full name of your club or group?</b>	This must be as shown on your constitution/governing document.
<b>2. Please provide any links to your website and/or Social Media pages if you have them.</b>	Please provide any links you have. This is not a condition of the award.
<b>3. When was your club or group set up?</b>	This is the date your club or group was formally formed. It should be on your constitution or other governing document. If you do not know the exact date, it can be an approximate date.
<b>4. Please provide the address of your club or group's main venue.</b>	Please provide the address of your club or group's main venue if you have one.

### Section 2 - Main contact

- 5.** Please provide details for your club or groups main contact for the purposes of this application. This will be the first person we contact if we need to discuss your project.

Question	Guidance
<b>Name (in full)</b>	
<b>Address</b>	

Question	Guidance
<b>Postcode</b>	
<b>Email address</b>	We'll use this if we need to get in touch with the main contact about the project.
<b>Phone number</b>	We'll use this if we need to get in touch with the main contact about the project.
<b>Position in your club or group</b>	Please note the position they hold.

### Section 3 - Second contact

6. Provide the details of a second contact for use in situations where the main contact is not available. They can't be married to, in a civil partnership with, in a long-term relationship with, living with, or related to the main contact.

Question	Guidance
<b>What is the position in your club or group of the second contact?</b>	Please note the position they hold.
<b>Name (in full)</b>	
<b>The second contact's email address</b>	We'll use this if we need to get in touch with the second contact about the project.
<b>The second contact's telephone number</b>	We'll use this if we need to get in touch with the second contact about the project.

### Section 4 - Your project

Please tell us about your project in this section. This is the most important section when it comes to making a decision about whether you will receive funding.

Question	Guidance
<b>7. What is the name of your project?</b>	The project name should be simple and to the point.
<b>8. Tell us all the locations your project will run in?</b>	Describe all of the locations that you'll be running your project in. For example, 'Golspie', 'Kingussie' or 'Ardnamurchan'

Question	Guidance
9. When will your project commence if you're awarded funding?	Don't worry, this can be an estimate. Please note that we are not able to support projects that have already started.
10. When do you expect your project to be concluded?	Projects should be concluded within 12 months after the award has been confirmed. Please tell us your estimated end date.
11. Please provide the details of your project?	<p>Here are some ideas of what to tell us about your project:</p> <ul style="list-style-type: none"> <li>• What you hope to do?</li> <li>• Who will benefit from it? E.g. the number and diversity of participants? (e.g. is your project aimed at a specific group of people in your community or is it open to everyone?)</li> <li>• How you'll make sure people know about it?</li> </ul> <p><b>You can write between 50 and 300 words for this section.</b></p>
12. Which age group, and the approximate number in each, is your project aimed at?	<p>Tick all that apply of the age groups noted (it may just be one grouping) and the approximate number you think may participate in each. This is just an estimate at this stage.</p> <ul style="list-style-type: none"> <li>• Under 5 years of age</li> <li>• 5-12</li> <li>• 13-17</li> <li>• Adults</li> <li>• Older Adults (65+)</li> </ul>
13. Why are you running your project and what impact will your project have on the local community?	<p>Our aim is to support clubs and groups to provide inclusive and sustainable opportunities, that encourage individuals of all ages and abilities to engage in physical activity, improve their health, and positively contribute to the overall well-being of Highland communities. As noted in the eligibility criteria, funding can support a wide range of activities designed to promote physical activity, with a focus on <b>additionality</b> and <b>reducing barriers</b> to participation. General running costs are not eligible for consideration.</p>

Question	Guidance
	<p>You may have already covered some of this in the question above but this is an opportunity to really sell why you have chosen to run your project e.g.</p> <ul style="list-style-type: none"> <li>• Why the project is needed?</li> <li>• Impact on activity levels of participants as a result of the project?</li> <li>• What difference it will make to your club or group and on the local community(ies)</li> </ul> <p><b>You can write between 50 and 300 words for this section.</b></p>
<b>14. What is the total cost breakdown of your project?</b>	<p>This is the cost of everything related to your project, even things you aren't asking us to fund. Please give the overall breakdown.</p>
<b>15. How much funding are you applying to the Get Active Highland Fund for?</b>	<p>Please give the total amount of things you are asking us to fund. This may already be noted above.</p>

## Section 5 – Supporting Documents

To ensure that we can consider your application, please ensure that you have uploaded the following information:	Checkbox
<b>Constitution or other Governing Document</b>	<input type="checkbox"/>
<b>AND</b>	
<b>A copy of the organisation's latest annual accounts</b> (unless you are a new club or group then proof of a bank account is sufficient)	<input type="checkbox"/>
<b>AND</b>	
<b>Appropriate safeguarding policies and procedures for working with children, young people, or vulnerable groups</b>	<input type="checkbox"/>
<b>AND</b>	
<b>Evidence of suitable insurance coverage for all activities being delivered</b>	<input type="checkbox"/>

## Section 6 - Terms and conditions

**16.** In order to submit your application, you will need to agree to our terms and conditions.

Question	
All the information you have provided in your application is accurate and complete; and you will notify us of any changes.	<ul style="list-style-type: none"> <li>• I agree</li> </ul>
You understand that we will use any personal information you have provided for the purposes described under our <a href="#">Privacy Notices</a>	<ul style="list-style-type: none"> <li>• I agree</li> </ul>
You accept that if information about this application is requested under the Freedom of Information Act, we will release it in line with our <a href="#">Freedom of Information Publication Scheme</a>	<ul style="list-style-type: none"> <li>• I agree</li> </ul>
You have been authorised by the board or committee that runs your organisation to submit this application and accept the Terms and Conditions on their behalf.	<ul style="list-style-type: none"> <li>• I agree</li> </ul>
Full name of person completing this form	
Position in your club or group	Please note the position they hold.