
Application Form :

INTRODUCTION

This form should be completed by, or on behalf of, community groups who are seeking to obtain financial assistance from the Scottish Community Projects Fund towards the cost of a feasibility study for a project they wish to achieve. The form is available on e-mail if required and can be returned in this format with additional information following in hard copy. To CByrne@rias.org.uk

The form should be completed in black ink, with additional sheets added as necessary, and together with copies of requested documents, if available, be returned to : Scottish Community Projects Fund, c/o The Royal Incorporation of Architects in Scotland, 15 Rutland Square, Edinburgh EH1 2BE.

Before completing this form, reference should be made to the 'Guidelines' booklet and the ' Feasibility Studies, Guide to Good Practice', which are available from the Scottish Community Projects Fund.

YOUR ORGANISATION

1. Name of organisation making the application

- **Address**

- **Postcode**

- **Contact Name** *(please print)*

- **Telephone** *(home)* *(work)*

2. What is your organisation's legal status?

(e.g. Charity/Company registration number if applicable, and if you are not registered, please enclose a copy of your constitution and accounts)

3. Give a brief description of your organisation and its activities.

4. How many people are involved in your organisation as:

- Employees
- Volunteers
- Management Committee

- Other (please specify)

Application Form :

THE PROJECT

5. **Title of the project**

6. **Location of project if known**

7. **What are the objectives of the project?**

8. **Please describe why you want to carry out a feasibility study**

9. **Who initiated the project and why? :**

10. **Describe the community benefits that will arise from the project**

11. **How many people, and who will directly or indirectly benefit from the project?**

CONSULTATION

12. **Has your project been discussed with the following and what was their response?**
 - **the local community**
(please describe any consultations)

 - **your management committee**

 - **the Local Council, or any other Authorities with an interest**
(please give names of any officers you liase with)

Application Form :

- **the owner of the land/property**
(please name)

- **with potential funding agencies**
(please name)

- **others**
(please name)

THE BRIEF

13. What does the brief for the feasibility study cover?

Please enclose a copy.

Is the brief complete or do you require assistance with its completion?

14. Have you considered the most appropriate team to prepare the feasibility study and if so have you issued this brief to, or approached a consultant(s)/team(s)?

If so who? Please give name, address and contact.

If not, do you require assistance with selection?

THE PROPOSAL

15. Have you received a proposal from a consultant/team in response to your brief?

If so, please enclose a copy.

16. If this proposal is acceptable to you and the potential funders, is it intended to commission the consultant/team once the funding is in place?

Application Form :

MANAGEMENT

17. By what arrangements, either through an individual or committee, is it intended to manage and work with the consultant through the various stages of the feasibility study?

FEASIBILITY STUDY

18. What outcomes do you expect to get from the feasibility study?

19. What is the predicted cost of the feasibility study?

20. How long will the feasibility study take to complete?
If you have a programme or intended start date please detail

21. What are the approximate construction costs of the project?

ULTIMATE OWNERSHIP OF PROJECT

22. Once the project is complete who will :

- **Own the project?**
(e.g.the Community Council, Local Authority or an investor/developer who may be attracted by the feasibility study or other)

- **Manage the construction/realisation of the project?**
Including reports to the SCPF for information as described in the Guidelines

- **Provide the on-going management/maintenance on completion?**

Application Form :

FUNDING OF FEASIBILITY STUDY

23. Does or will your organisation receive any grants for its general running costs? YES/NO
(e.g.salaries/building maintenance etc?)

24. If so, where do these REVENUE grants come from?

25. How is the money spent?

- % Salaries
- % Running costs
- % Other (please specify)

26. Does your organisation generate any income? YES/NO

27. If so, how much and where from?

28. Have you applied to any other funding organisation for the cost of professional help with the feasibility study? YES/NO

29. If so, who from?

30. What was the result or when do you expect to be notified?

PROJECT CONSTRUCTION AND THE COMPLETED PROJECT

31. Have you applied to any funding organisations for the building costs of your project ?
(e.g Capital Grants) YES/NO

32. If so, who from?

33. What was the result or when do you expect to be notified?

Application Form :

ENCLOSURES/ADDITIONAL INFORMATION
--

40. Please add below any additional information you wish to include.

Application Form :

FOR OFFICE USE ONLY

Year	<input style="width: 100%;" type="text"/>
Application Number	<input style="width: 100%;" type="text"/>
Acknowledged	-----
CPF Contact	-----
Enclosures Received	
• Constitution	-----
• Evidence of community support	-----
• Evidence of support from land owner	-----
• Brief for the feasibility study	-----
• Consultants proposal	-----
• Location plan	-----
• Photograph of site	-----
• Annual Report	-----
• Audited accounts	-----
• Other Documents	-----
Assistance required/not required :	
• Brief preparation	-----
• Selection of consultants	-----
Outcome of Application	-----
Amount Authorised	-----
Any conditions to be attached	-----
Applicant Notified	-----
Conditions discharged	-----
Grant Authorised	-----
Applicant Notified	-----
Grant Made	-----
Feasibility Study Received.	-----
Follow-up results	-----

Application Form :

RIASCPF/APPL0002/JSW/July 2007