

Toilet Facilities Grant Application Form

ELIGIBILITY

Please note that to be eligible for funding under the VMS / Beatrice Grant, your organisation and the proposed project must be located within one of the following areas of the Moray Council region:

All coastal communities and the four local communities, namely Buckie and District, Strathisla, Lennox and Keith.

This grant funding can support the cost of items that will enable community organisations to operate public toilets and progress towards Community Asset Transfer or lease, including legal costs (e.g., change of constitution to become eligible for CAT, lease set up with Moray Council), building condition surveys and valuations, initial repair works, initial equipment and signage.

0.1 Does your organisation have a constitution? Yes / No

We can only consider applications from constituted organisations.

0.2 Does your organisation have a bank account in the name of the organisation? Yes / No

This is necessary to pay the grant into. Please attach a recent bank statement.

0.3 Do you have a quote for any costs you are including in this application? Yes / No

We will ask you to attach one quote/estimate for each cost in this grant application.

We expect most awards to be in the range of £3,000 to £5,000.

0.4 Does the work included in this application require planning or building warrant?

Yes/No

If yes, or you don't know, please contact us before applying as all funding will be contingent upon this being in place.

SECTION 1: YOUR CONTACT DETAILS

Name of Organisation:	
Main Contact:	
Position in the Organisation:	
Telephone number:	
Email address:	
Location of proposed project (i.e., Findhorn, Forres):	

What is your organisation's current legal structure? Please provide your charity / company number if relevant:

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If you are working in partnership with another group or groups to deliver this project, please provide details below:

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If you are not a Charity, SCIO, Company or Community Benefit Society, are you considering becoming one in the future, or working in partnership to enable a Community Asset Transfer?

Yes / No / Unsure

PLEASE ANSWER EACH OF THE FOLLOWING QUESTIONS.

SECTION 2: YOUR PROJECT

Address and POSTCODE of the toilet facilities that this application is about:

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Provide a brief description of the toilet facilities that this application is about – i.e., location, locality, main user group, condition:

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Please provide an outline of your intended project – i.e. what is your ambition, what do you want to achieve?

Are the toilets currently open to the public? – Please give details of opening hours etc.

What needs to happen to keep the toilets open / re-open them for the public? i.e., repair, rebuild, new operating model:

Please indicate which of the following steps you have taken so far:

Have you contacted Moray Council officers about your project?	Yes / No
Have you engaged with Councillors about your project?	Yes / No
Do you have a short term / interim lease set up with Moray Council?	Yes / No
Do you have a building condition report?	Yes / No
Have you considered estimated running costs?	Yes / No / Partially*
Have you considered local fundraising options?	Yes / No / Partially*
Have you considered how you will generate income?	Yes / No / Partially*
Have you decided on an operating model?	Yes / No / Partially*
Have you identified set up / equipment costs?	Yes / No / Partially*
Do you have quotes for planned work?	Yes / No
Do you have a valuation for the building?	Yes / No

* If you have answered 'Partially' to any question above, please provide further information in the space below:

What do you need to do next? Please use the list above to help establish what stage you are at in the process of taking on responsibility for the public toilets.

What do you need this grant funding for? (Please provide a list of items and costs below)

ITEM	COST

Total Cost =

Total Grant requested from VMS =

Please attach one quote / estimate for each item to this application form.	
Are you seeking funding from anywhere else? (If so, please state where)	
If successful, within what timescale do you expect to spend the grant?	
Do you intend to take ownership of these facilities by means of a Community Asset Transfer?	Yes / No / Unsure
<p>Moray Council operates a 2-stage CAT process, the first stage being triggered by receipt of an Expression of Interest (EOI). A community body does not need to be eligible for the CAT Scheme to submit an EOI. Groups are encouraged to contact Moray Council via CAT@moray.gov.uk as early as possible.</p>	

Section 3: Your declaration

Declaration: I declare that the information contained in this application is correct and that I am authorised to make the application on behalf of the above organisation. I understand that decisions made by the Fund Panel are final.

Name (please print):

Signature:		Date:	
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By submitting this application, you agree that we will use the information you give us to help assess your application and administer any grant we award you. We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating our programmes. Such organisations and individuals may include the local authority, or an organisation employed by Visit Moray Speyside to evaluate grant applications. We may also share information with other organisations providing matched funding.

Sending us your application – a checklist

Have you signed and dated the application form?	
Have you enclosed quotations as required?	
Have you enclosed a copy of a recent bank statement?	

Please email completed applications (including scans of supporting documents) to: office@visitmorayspeyside.com If you need to discuss your application or have any questions, please contact: Visit Moray Speyside, 01309 678 150

What happens next?

We will acknowledge your application and contact you immediately if you are not eligible to apply. We will then assess your application and contact you for any further information required. This is a rolling grant programme with a panel meeting every month, so we will be able to let you know the outcome within a maximum of two months from when you send us the application.

If you are successful - Claiming your grant

If your grant application is successful, Visit Moray Speyside will provide grant funding against evidence of expenditure for agreed items (e.g., invoices and receipts or a bank statement showing payment has been made). Alternatively, if cashflow is an issue, then VMS can pay an invoice direct to a supplier. Contact us if you would like further information about this option.

VMS Grant Conditions

Any award made will be subject to the following conditions:

- No work or purchases to be covered by the grant should take place until we have sent you written confirmation of a grant award. Grants will only be provided for projects, works or goods that have not been purchased before application (i.e., grants can't be retrospective).
- Payment of the grant will be made on completion of the work, or of the purchase, on presentation of the appropriate receipt(s). Alternatively, VMS can pay a supplier direct. Please contact VMS to discuss this option if required.
- A short final report must be submitted within three months of receiving the grant. We will provide you with a template for this.
- It is the responsibility of any organisation / individual to ensure that assets bought with the awards are properly insured and fit for purpose.
- Grants are awarded on a one-off basis, and it must not be assumed a further grant will be made unless stated.
- Any publicity must acknowledge Beatrice Partnership Fund and Visit Moray Speyside as the source of funding using the logos on this application form.

VMS use only

Application Number:	
Acknowledged (date):	
Panel Meeting:	
Approved / rejected:	
Amount awarded:	
Notification date:	