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**Application Form:**

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**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.*

*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)

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**Application Form:**

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**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)*

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**Application Form:**

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- **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?**

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**Application Form:**

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**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?**

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**Application Form:**

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**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?**



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**ENCLOSURES/ADDITIONAL INFORMATION**

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

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**FOR OFFICE USE ONLY**

Year	<input style="width: 90%; height: 20px;" type="text"/>
Application Number	<input style="width: 90%; height: 20px;" 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	-----

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