

Office Use Only	
Reference:	
Date Received:	
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Community Development Fund

2016 Tranche

Feasibility Studies Application Form

Version 1.	July 2016.

1. Details of Organisation

Name of organisation (as appears on the constitution).	
Name of main contact.	
Postal Address.	
Telephone number.	
E-mail address.	
Main contact's position in organisation.	
Formal postal address for organisation.	
What year was the organisation established?	
Is your group a registered charity?	
If yes, what is the reference number?	
Is your group VAT registered?	
If yes, what is the registration number?	
Committee office bearers (names and addresses):	
Chairperson.	
Treasurer.	
Secretary.	

How many committee members are in your organisation?	
Describe the main purpose/activities of your organisation.	

2. Project details

Please provide details of the proposed project, including location, for which the feasibility study is required, and what that study aims to achieve, e.g. assessment of need, project viability and sustainability (please complete on a separate sheet if desired/necessary)	
What percentage of the community could benefit from your project?	
When do you anticipate the project to start?	
How long do you expect the project to take?	

3. Cost of Project

Item/Activity.	Amount in £.
Professional fees.	
Other (please specify).	
Other (please specify).	
Other (please specify).	
Total Project Cost.	

4. Funding sources

Actual grants already awarded.	
Name of funding body (list below).	Amount in £.
Own resources (see note below*).	
Sub total (a).	
Other grant assistance applied for.	
Name of funding body (list below).	Amount in £.
Sub total (b).	
Total funds awarded/applied for (a) + (b)	
Total funds applied for from Community Development Fund.	

***Please note:**

Applicant groups wishing to undertake feasibility studies to determine the need for, and viability and sustainability of, major capital projects, can apply for grants of 50% of costs, up to a maximum grant of £2,500, with powers delegated to the Executive Director of Development and Infrastructure to approve such applications. *Applicant groups are required to make an 'own resources' contribution of 5% of eligible project costs: this can be by cash, 'work in kind' (valued at £10 per hour), or a combination of both.

If the request is for more than £2,500, then the application will be presented to the CDF Sub-committee for a decision.

Applications should be submitted prior to the commencement of the study as retrospective assistance will not be provided.

5. Bank Details

Bank/Building Society name.	
Bank/Building Society address.	
Name of account.	
Sort code.	
Account number.	
Building Society roll number.	

Please Note: All grant payments will be paid by BACS transfer.

How many people have to sign cheques to release funds from this account?	
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6. Enclosures

To assist in the processing of your application, you are asked to contact the CDF Project Team by telephone to 01856886666 or by e-mail to economic.development@orkney.gov.uk who will advise you of the specific information you will require to submit with your completed application form, which will include both of the following, as a minimum:

- Copy of the organisation's constitution, or equivalent.
- Formal quotation/estimate for the feasibility study.
- Evidence of efforts made to secure match funding prior to the CDF application being made (please refer to the CDF Guidance Notes).

7. Declaration

I declare that, to the best of my knowledge, the information given in this application and the enclosed information is correct.	
Signed:	
Date:	
Full name (please print):	

Please return the completed form, with supporting documentation, to:

Community Development Fund Administration, Orkney Islands Council, Business Gateway, 14 Queen Street, Kirkwall KW15 1JE.