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**Application form**

**Before you begin**

*The Trades Widows’ Fund Charity Trustees wish to invite grant applications from Charities, local community groups, and organisations offering support to individuals, communities and children experiencing hardship arising from food poverty, illness, need for clothing, and the need for general support over the Christmas Period. The Trustees will prioritise local community groups and organisations seeking grants of up to £2,500 and if successful the Fund’s preference would be to provide grants via the direct purchase of goods, services, or materials. Charity grants will be limited to £5,000 per application unless exceptional circumstances are demonstrated. We currently do not support salary or construction costs.*

***Please note that the closing date for applications will be the 7th of November 2025***

In order to assess your application, we require supporting documents to ensure organisations are in a stable financial position to deliver the proposed activity. We will require the following documents to be uploaded:

* Your main governance document (Constitution, memorandum, and articles of association etc)
* Your latest accounts
* Your latest bank statement

Please note that failure to provide the supporting documents will result in your application being delayed. Please DO NOT leave any of the fields blank.

|  |  |
| --- | --- |
| **Organisation details** |  |
| Name of organisation |  |
| Address of organisation |  |
| Postcode |  |
| Contact person |  |
| Phone number |  |
| Email address |  |
| Scottish charity number | If you are not a registered charity, please leave blank |
| Please confirm you are a charityoperating in Aberdeen city | We support local charities, community groups and CIC’s. Please state.  |

**Proposed activity**

Please describe the main target group that you are seeking funding to work with, what their needs are (maximum 500 words).

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Please provide us with details about the activity you are seeking funding for and how this will be delivered (maximum 500 words).

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Please tell us where you will deliver the activity and how many people you aim to support (maximum 100 words).

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**Funding required**

Please tell us how much funding you require.

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|  |

Please breakdown your budget into main themes, for example food parcels, volunteer expenses, equipment.

|  |  |
| --- | --- |
| Description | Amount (£) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Budget total |  |

**Organisation bank account details (Must be a Charity, Business or Community Group account)**

To increase the speed of making payments we are asking for your bank details at this stage.

|  |  |
| --- | --- |
| Account name |  |
| Account number |  |
| Sort code |  |
| Bank name |  |
| Bank address |  |
| Bank postcode |  |

**Governance and finance checks**

Please add the following documents here. Please note that failure to provide the supporting documents will result in your application being delayed.

* Your main governance document (Constitution, memorandum, and articles etc)
* Your latest accounts
* Your latest bank statement

**Declaration**

Please confirm that:

You are authorised to submit this application on behalf of your organisation and have completed this form accurately to the best of your knowledge.

You will use any funding awarded in offering support to individuals, communities and children experiencing hardship arising from food poverty, illness, need for clothing, and the need for general support.

Your activity will deliver services in ways that minimise risk of Covid-19 transmission to recipients, volunteers and staff (e.g. by using digital, phone, social distancing and good hygiene)

You understand that by applying, the information you supplied will be shared with the Trustees of the Trades Widows Fund Charity (SC 045467) for the purposes of verification and assessment. All decisions made by the Charity will be final. Details of your application, with the exception of primary contact details, may be published openly on the internet to promote the work of the Trades Widows Fund Charity if you are successful.

**PLEASE RETURN THE COMPLETED APPLICATION TO:** **twfadmin@seventradesofaberdeen.co.uk**

**Your Data – Trades Widows’ Fund Charity (SC045467)**

**How we use your information**

We collect your information in order to process your funding application and monitor your project. We may share your information internally with relevant Trustees and Trades within the Seven Incorporated Trades of Aberdeen, depending on the subject of your project.

**How long we keep your information for**

Funding proposals and monitoring reports will be stored until 7 years after the completion of the project, or the organisation no longer receives funding from the Trades Widows Fund Charity.

**Your data, your rights**

You’ve got legal rights about the way the Trades Widows Fund Charity handles and uses your data, which include the right to ask for a copy of it, and to ask us to stop doing something with your data. Please contact the Trades Widows Fund Charity Data Protection Officer by email to twfadmin@seventradesofaberdeen.co.uk or in writing at:

The Trades Widows’ Fund Charity

5 Great Western Road

AB10 6PZ

Aberdeen

**Our legal basis**

The Trades Widows Fund Charity is the Data Controller for this information about you. Wherever the Trades Widows Fund Charity processes personal data, we need to make sure we have a legal basis for doing so in data protection law. We understand our legal basis as Article 6(1)(e) of the General Data Protection Regulation. This is because we undertake this activity as part of our public task under the Community Empowerment (Scotland) Act 2015, section 139.