**Personal Details**

|  |  |
| --- | --- |
| Name of applicant(s) |  |
| Organisation name if applying on behalf of a group |  |
| Address of lead contact | Postcode |
| Phone number |  |
| Email address |  |
| Are you, or is anyone involved, a member of LBPS? | YES / NO |

**Project Details**

|  |  |
| --- | --- |
| Type of activity you are seeking funding for? (briefly) |  |
| Who will be involved in delivering the project? (this may be individuals’ names or general types of people/ organisations/ service providers) |  |
| How will the activity be delivered? (ie online / 1-2-many situation / 1-2-1 / publication / recording etc)  |  |
| Who will benefit from the project? (ie who/what is your target market) |  |
| How do you know there is a demand for the project you plan? (Please give details of any research carried out) |  |
| Please give more details about your project including: 1. how it fits with the aims of the LBPS and b) why you think the Society should fund you.

If more space is required please attach a separate sheet |

**Financial Details**

|  |  |  |  |
| --- | --- | --- | --- |
| What is the total budget for the project? | £ | How much are you applying for from LBPS? | £ |
| What will the Society’s contribution be used for? |  |
| How long do you expect the project to last? |  |
| What funding, if any, is currently in place including your personal contribution? |  |
| Please detail any other bodies you have applied to for funding |  |
| If the LBPS does not offer funding, will the project go ahead anyway? | YES / NO |

**Budget**

Please detail known income and expenditure breakdown below

|  |  |  |  |
| --- | --- | --- | --- |
| Expenditure items |  | Income |  |
|  | £ |  | £ |
|  | £ |  | £ |
|  | £ |  | £ |
|  | £ |  | £ |
|  | £ |  | £ |
|  | £ |  | £ |
|  | £ |  | £ |
|  | £ |  | £ |
|  | £ |  | £ |
|  | £ |  | £ |
| Total | £ | Total | £ |

|  |  |
| --- | --- |
| Personal contribution towards costs  | £ |
| Other funding already in place | £ |
| Funding gap (ie difference between income and expenditure) | £ |

**Marketing Details**

|  |  |
| --- | --- |
| How will your project be promoted (if appropriate)? |  |
| How will the Society’s involvement be recognised? |  |
| Do you require in-kind assistance with marketing? (please give details) |  |

**Measuring success**

|  |  |
| --- | --- |
| How will you evaluate the success of your project? |  |
| How will you present your results to the LBPS? (eg written paper / article for Common Stock / talk at collogue / other) |  |
| Will the Society receive a financial return on its investment? If so please provide details. |  |

**Terms and Conditions**

1. The LBPS will only fund projects related to Scottish bellows blown bagpipes which accord with, or complement, the Society’s own aims as per the constitution published at [www.lbps.net](http://www.lbps.net)
2. Projects funded by the LBPS should not compete or conflict with any other activities of the Society, or other organisations, commercial or voluntary.
3. All funding decisions will be taken by a specially convened sub-committee including at least two of the Treasurer, the Convenor, the Secretary and the Hon President and ratified by a quorate meeting of the main committee.
4. Recipients of funding are required to be current members of the LBPS.
5. Projects must not be for financial or other benefit to the organiser, but this does not exclude them from earning e.g. normal tutor fees.
6. Projects must be demonstrated to be potentially viable, but which would not happen without external start-up support.
7. Projects must have a high chance of being viable without further support after 2 years.
8. LBPS support can be terminated by the committee after 2 years if not self-supporting without risk of serious reputational damage to the Society.
9. Funding must be affordable within the Society's budget for the year(s) in question.
10. If successful, recipients are expected to provide progress reports at regular intervals (depending on the type and duration of the project) and a final statement of accounts. If appropriate a report to the AGM or an article for Common Stock may also be required on completion*.*
11. The personal details collected on this form are necessary for the Society to make a decision on whether to fund your project and will be circulated among the committee members for discussion. By submitting an application you are agreeing to this. The Society take data security seriously and will never pass your personal information on to a third party without your express consent and for a specific purpose. You can read more about how we handle data in our privacy policy published on the Society website at [www.lbps.net](http://www.lbps.net). If you wish to withdraw your consent at any time please contact secretary@lbps.net

**Application process and timescales**

* Please submit completed applications to the Treasurer by email at treasurer@lbps.net in time to meet one of the two annual deadlines of 1 March or 1 October.
* A meeting of the funding committee will be convened and all applicants will be notified of the decision within 1 month of the meeting date.
* Please provide full details of proposed project on the form provided and if necessary continue on a separate sheet.  Should the committee require further clarification of any points they will contact applicants using the details provided.
* All sections should be completed or narrative provided to explain why this cannot be done.
* Any applications submitted late will be held over to the following meeting of the funding committee (ie 6 months).