

<b>Office Use Only</b>	
Reference:	
Date Received:	
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# Community Development Fund 2022 Tranche

## Feasibility Studies Application Form

Version 2	2024

## 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.	
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#### 4. Funding sources

Actual grants already awarded	
Name of funding body (list below)	Amount in £
Own resources	

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 £10,000, with powers delegated to the Corporate Director of Enterprise and Sustainable Regeneration to approve such applications.

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 on 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](mailto: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.