Application for DPF support towards a LINK project

*For use by LINK groups seeking support towards work planned under LINK’s name. To inform LINK Board Funding Sub Group in confirming whether projects can be funded (at least in part) from current budget allocation via the discretionary project fund.*

**Name of LINK Group:**

**Person managing Group project**:

**Project proposal**:

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| 1. Nature of project (eg research, publication, seminar, stunt, etc):
2. Aims (including link to Advocacy strategy):
3. Reason for proceeding as ‘LINK’:
4. Expected outcome(s):
5. What will success look like:
6. How will success be measured:
7. Benefits to LINK:
8. Where does it fit within the Group’s objectives identified in their current Forward Plan
9. Towards LINK’s 3 Strategic aims, please refer to LINK Corporate Strategy 2020-2024 [here.](https://www.scotlink.org/publication/link-strategy-2020-2024/)
10. Sustainable Scotland
11. A strong voice for Scotland’s environment
12. An effective, efficient, accountable network
13. Target audience(s):
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**Timescale for overall fundraising:**

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**Timescale for delivery of project and completion deadline:**

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**Funding already secured** (from member bodies, allies, etc):

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**Total budget**:

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| **Breakdown of anticipated costs & income****Expenditure**Description Cost £ VAT included\* Anticipated drawdown date \*Yes/No/NA**Income** Body awarding Amount secured £In kind income*Please detail support that will be provided from each member body (e.g. staff time) and anticipated support that will be required from the LINK staff on this project)*For complex projects a Project budget template is available on the LINK website via the following [link.](http://www.scotlink.org/private-docs/link-project-budget-templates/) |
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**Other potential funding sources identified / approached including any deadlines**:

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| *Please discuss with LINK Development Officer prior to any approach being made to Trusts to ensure no duplication of asks.* |

**Allies** (for co-production, co-funding, mutual interest in outcome):

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**Total Level of assistance sought from LINK discretionary project fund? Remembering to include VAT where applicable.**

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NOTE: When choosing a supplier/consultant to undertake work funded by the LINK DPF where the value is over £1,000 a minimum of 2 quotations (which could be via a tendering process) must be undertaken before a supplier is awarded the work to ensure best value. The Group should be able to demonstrate to LINK their reasoning for choosing one supplier over another.

**Declaration**: I can confirm I am applying for this money on behalf of the Group/Subgroup noted above and confirm all monies will be spent strictly in accordance with this application and I will ensure any reporting is undertaken as required. Any underspend at the end of the relevant financial period will be returned to LINK to be re allocated to the general DPF fund. If costs are likely to be higher than anticipated a further application must be made to cover any overspend before these are incurred.

Once a DPF project has been completed an After Action Review should be completed using the LINK DPF Funding Evaluation, a copy of which is available on the LINK website via the following [link](http://www.scotlink.org/private-docs/link-dpf-funding-evaluation-report/).

**Signed: Date :**

**Name:**

Please return to DPF application to Tanyara Matore **(****finance@scotlink.org****)**