



## 25<sup>th</sup> Anniversary Event - Applying for Funding

### Guidance Notes for Applicants

1. Completed applications should be submitted by email. If this is not possible, hard copies may be sent. Typed copies are preferred as they are easier to read.
2. Grants may be awarded up to a maximum of £500
3. Applications should demonstrate delivering value for money
4. Groups or organisations applying for a grant need to be aware that Irvine Housing Association does not fund projects that promote any particular faith or belief.
5. Irvine Housing Association reserves the right to place additional conditions on any funding award. Conditions of grant will be agreed to by the recipient organisation prior to funds being made available.
6. If your project involves working closely with vulnerable people, we will ask for evidence of appropriate policies, background checks and procedures being in place.
7. All funding awards are subject to financial availability.
8. Recipients of funding will be asked to agree to Funding Terms and Conditions
9. Any money granted from this fund must be used exclusively for charitable purposes. Any funds not deemed to be used for these purposes, or where adequate evidence of such use is not provided to Irvine Housing Association, must be repaid to Irvine Housing Association

Completed forms should be sent to Lyndsay McLaughlan, Customer Involvement Officer at:

Email: [Lyndsay.Mclaughlan@irvineha.co.uk](mailto:Lyndsay.Mclaughlan@irvineha.co.uk)  
Tel: 01294 316785

If you prefer to post the form, please send it to:

Lyndsay McLaughlan  
Customer Involvement Officer  
Irvine Housing Association  
44 – 46 Bank Street  
Irvine KA12 0LP

*If you have any questions about completing the form, please contact Lyndsay McLaughlan on 01294 316785 who will be able to assist.*