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| **Eàrr-ràdh 7B** |  | Appendix 7B |
| **Eisimpleir de Litir airson Iarrtas** |  | **Sample Application Letter** |
| Chithear eisimpleir gu h-ìosal de litir airson iarrtas gu buidheann-maoineachaidh. Cuimhnichibh, feumaidh an litir agaibh iomradh mionaideach a thoirt air a’ phròiseact agaibh agus dèiligeadh ris na riatanasan sònraichte a bhios aig a’ bhuidhinn-mhaoineachaidh gu ruige a bheil sibh a’ sgrìobhadh. Tha seo dìreach airson beachd a thoirt dhuibh air an t-seòrsa structair a bu chòir a bhith agaibh. |  | Below is an example of a letter of application to a funder. Remember, your letter must be specific to your project and specific to the requirements of the funder you are writing to. This is just to give you some ideas about how to structure it. |
| *Ur n-ainm is dreuchd*  *Ainm na buidhne agaibh*  *Seòladh*  *Ceann-latha*    *Ainm an neach a gheibh an litir*  *Ainm na dreuchd aca*  *Buidheann*  *Seòladh*  XXXX Chòir  **Iarrtas Buidheann Chloinne airson Maoin Eile**  Bu thoigh leinn iarrtas a dhèanamh airson £1,000 bhon Mhaoin Eile. ’S e buidheann de dhaoine ionadail a th’ annainn ann am Baile sam Bith, agus tha sinn air buidheann coimhearsnachd a stèidheachadh o chionn ghoirid gus tachartasan spòrs an-asgaidh a ruith do chloinn san sgìre. ’S e as motha a thug oirnn an club a thòiseachadh gu robh cuid den chloinn againn tric ann an trioblaid san sgoil, agus cha robh e furasta dhaibh caraidean a dhèanamh. Tha 16 pàrantan an sàs ann, agus tha sianar dhaoine eile ag obair còmhla rinn gu saor-thoileach. Thairis air na ceithir mìosan a dh’fhalbh tha sinn air seiseanan a chur air dòigh gach seachdain sa phàirc, agus tha còrr is 40 duine-cloinne bhon sgìre air pàirt a ghabhail. Ghabh sinn am bonn-stèidh againn òs làimh gu foirmeil air 10 Iuchar 2012. Gheibhear sin an cois seo. ’S iad na h-amasan a th’ againn:   * Àrainneachd shàbhailte, spòrsail a stèidheachadh far am bi fàilte air a h-uile pàiste ionadail aois 7-11. * A’ brosnachadh clann gu bhith gabhail pàirt ann an eacarsaich agus gu bhith leantainn cleachdaidhean is dòigh-beatha fhallain. * A’ toirt dòighean spòrsail do phàrantan is clann gus cluich còmhla far am bi iad a’ togail càirdeas le teaghlaichean ionadail eile. * A’ toirt taic shònraichte do theaghlaichean aig a bheil clann a tha ga fhaighinn doirbh san sgoil, no dha bheil e doirbh caraidean a dhèanamh, agus sinn a’ cur air dòigh neach saor-thoileach airson gach pàiste fa leth a bheir taic dhaibh feuch an tèid iad an sàs gu ceart sna seiseanan agus gus càirdeas a thogail le clann eile.   Thòisich sinn na seiseanan againn ann am mìosan an t-samhraidh. Le bhith faighinn iasad air uidheamachd bho bhun-sgoil ionadail, agus le bhith ruith nan seiseanan againn sa phàirc, tha sinn air na cosgaisean againn a chumail gu math ìosal. Tha na seiseanan seachdaineach againn a-nis gu math cudromach don fheadhainn a tha an sàs annta. Thuirt aon phàrant, “Tro bhith gabhail pàirt sa Bhuidhinn Chloinne, tha cothrom aig mo mhac caraidean a dhèanamh. Bidh daoine ag obair air uaireannan san sgoil, agus tha e ga fhaighinn doirbh measgachadh le càch. Tha e gu math nas toilichte bho thòisich e aig a’ Bhuidheann Chloinne agus tha e nas misneachail agus tha an sgoil a’ còrdadh ris barrachd.”  Tha sinn airson gun lean an club gu cunbhalach airson nan teaghlaichean a tha tighinn ann, agus gun gabh barrachd dhaoine pàirt ann. Air an adhbhar sin, bu thoigh leinn tachartasan a-staigh a chumail bho Samhain 2012 – Giblean 2013. Tha sinn a’ cur a-steach chun na Maoine Eile airson £1,000 mu choinneamh nan cosgaisean gus pàigheadh airson màl talla-spòrs gach seachdain, agus airson trì seiseanan snàmh agus aon seisean aig an Nollaig far am bi sinn a’ spèileadh air deigh. Tha sinn cuideachd a’ sireadh airgead airson pàigheadh airson bileagan gus barrachd sanasachd a dhèanamh air a’ phròiseact am measg theaghlaichean.  ’S e am fiosrachadh banca againn: Banca sam Bith; Ainm a’ Chunntais: Buidheann Chloinne Baile sam Bith; Còd-seòrsachaidh: 010101; Àireamh Chunntais: 09010901. Tha sinn air lethbhreac den bhonn-stèidh agus aithris banca a chur an cois seo. Tha sinn cuideachd air buidseat airson a’ phròiseict a chur ann, a’ sealltainn mar atha sinn an dùil an t-airgead a dh’iarr sinn a chosg. Bheir sinn seachad foirmichean do dhaoine às dèidh gach tachartais airson beachdan fhaighinn air ais. Chan eil cunntasan bliadhnail againn fhathast, seach nach eil sinn air a bhith dol fada gu leòr. Cuiridh sinn air dòigh gun tèid sgrùdadh bhon taobh a-muigh a dhèanamh air ar cunntasan aig deireadh na bliadhna. Bho thòisich sinn an cunntas-banca againn san Lùnastal, tha sinn air tabhartasan luach £47 fhaighinn bho dhaoine a tha toirt taic dhuinn. Chosg sinn £36 air màl airson uidheamachd, deochan is sanasachd. Fhuair sinn cothrom air seòmar an-asgaidh airson coinneachadh sa bhun-sgoil. Tha £11 againn sa bhanca an-dràsta. Feuch gun cuir sibh fios thugainn ma tha an còrr fiosrachaidh a dhìth oirbh. Tapadh leibh airson beachdachadh air an iarrtas againn.  Leis gach deagh dhùrachd  Ur n-ainm slàn (Cathraiche) |  | *Your name and role*  *Your organisation’s name*  *Address*  *Date*    *Recipient’s name*  *Job title*  *Organisation*  *Address*  Dear XXXX  **KidsClub Application for AN Other Fund**  We would like to make an application for £1,000 from the AN Other Fund. We are a group of local people in Anytown, and we have recently set up a community group running free sports activities for children in the area. We were mainly inspired to start the club because some of our children often get into trouble at school, and don’t find it very easy to make friends. We have 16 parents involved, plus six other local volunteers. Over the last four months we have run weekly activity sessions in the park, which have been attended by over 40 local children. We formally adopted our constitution on 10th July 2012. This is enclosed. Our aims are:   * Provide a safe, fun environment where all local children aged 7-11 are welcome. * Encourage children to take part in physical activity and develop healthy habits and lifestyles. * Provide a fun focus for parents and children to play together and forge relationships with other local families. * Provide particular support for families whose children struggle with school, or have difficulty making friends, by linking children up with individual one-to-one volunteers who support them to access the sessions and build friendships with other children.   We have begun our activities in the summer months. By borrowing equipment from a local primary school, and running our sessions in the park, we have kept our costs very low. Our weekly sessions have become very important to those involved. One parent said “Taking part in KidsClub means that my son has had a chance to make friends. He is sometimes bullied at school, and finds it hard to socialise. KidsClub has made him much happier and this has helped his confidence and he is now even enjoying school more.”  We want to provide a continuous experience for the families involved, and get more people involved. For this reason we would like to run indoor activities from November 2012 – April 2013. We are applying to AN Other fund for £1,000 to cover the costs of hiring a sports hall for weekly activities, plus three swimming sessions and one Christmas ice skating session. We are also requesting money to pay for printing leaflets, to publicise the project to more families.  Our bank details are: Anytown Bank; Account Name: Anytown Kids Club; Sort Code 010101; Account number 09010901. We have attached a copy of our constitution, and a bank statement. We have also attached a budget for our project, showing how we intend to spend the money we have asked for. We will provide feedback forms after every activity. We do not yet have annual accounts, as we have not been running for long enough. We will get our accounts externally examined at the end of the year. Since setting up our bank account in August, we have received £47 in donations from supporters. We have spent £36 on equipment hire, refreshments and publicity. We have been able to access a free meeting room at a primary school. Our current bank balance is £11. Please don’t hesitate to get in touch if you would like any more information. Thank you for your consideration.    Yours sincerely,  Your full name (Chair) |
| **Buidseat**   * Màl an talla (airson 24 seachdainean, aig £20 gach seachdain) – £480 * Seiseanan snàmh x 3 (airson 40 pàiste, £1.50 gach pàiste gach seisean) – £180 * Spèileadh aig an Nollaig (airson 40 pàiste, aig £5 airson gach pàiste, agus 10 inbheach ag obair gu saor-thoileach, £8 airson gach inbheach) – £280 * Clò-bhualadh is sanasachd – £60 * IOMLAN – £1,000 |  | **Budget**   * Hall hire (for 24 weeks, at £20 per week) – £480 * Swimming sessions x3 (for 40 children, £1.50 per child per session) – £180 * Christmas ice skating (for 40 children, at £5 entry per child, and for 10 adult volunteers at £8 entry per adult) – £280 * Printing and publicity – £60 * TOTAL – £1,000 |