

Sgeama Tabhartasan nam Fèisean 2019/20 – Air-loidhne

Tha sinn air gluasad air loidhne airson Foirm Tabhartais na bliadhna-sa! Tha sinn an dòchas gum bi seo nas fhasa dhuibhse agus dhuinn fhìn. 'S e leasachadh ùr a tha seo dhuinn 's cuiridh sinn fàilte air ur beachdan air an t-siostam seo agus càil sam bith a tha sibh a' mothachadh leis.

We have moved our Grant Form online! We hope that this system will be easier, be more user friendly and helpful to us as we evaluate all the applications. We will welcome any feedback and suggestions you might have to make sure that it is working in the most effective and efficient manner.

This document is a guide to help you understand the online system and how the grant form should be filled in. Separate guidance for the Grant programme will also be provided.

A' Chiad Cheum – First Steps

To access this year's grant form you must first of all complete this registration form <https://form.jotformeui.com/83223307151345>

Once you have done this you will be sent a unique link to the main grant form application. **PLEASE RETAIN** this link as you will need it to go back to the form as you work your way through it. This link can be shared with other committee members and your Lead Officer who will be able to assist you as you complete the form.

The grant form will save automatically as you work on it. You can return to it as often as needed before submitting.

Foirm Tabhartasan nam Fèisean 2019-20

The following is a breakdown of each section within the online form. More information about what is required can be found in the Grant Scheme guidelines as well as from your Lead Officer.

Earrann 1: Fiosrachadh mun Fhèis

Section 1: Fèis Information

This section requires general information regarding each Fèis, committee roles, and current situation.

Earrann 2: Poileasaidh Gàidhlig

Section 2: Gaelic Policy

This section requires up to date information about the ways in which you are implementing Fèisean nan Gàidheal's Gaelic Policy

Earrann 3: Fèis Bhliadhnail a-mhàin

Section 3: Main Fèisean Only

You should only fill this section in if you hold an annual main Fèis

The first part of this section requires general information about your Fèis, dates, venue, subjects offered etc.

The second part requires more detailed information regarding tutors, supervisors, volunteers and participants.

Following feedback from last year’s grant process we have included a table in this section which allows you to input information about the fees charged to participants, allowing Fèisean to show where they offer discounted rates for additional family members.

Please insert in the top line, as shown below, the prices which you charge participants and then the estimated numbers that will be in that price bracket in the rows below, as shown in the following example:

Fiosrachadh mu chom-pàirtichean

Information about participants

	Pris slàn / Full Price	Discounted Price	Further discounted price	Other
Price	50	40	30	10
Aged 0-4				1
Aged 5-7		3	2	
Aged 8-18	10			
Aged 19 -25				
Total Fees Income	500	120	60	10

The third part requires a detailed budget to be completed.

Earrann 4: Clasaichean agus Bùithtean-obrach

Section 4: Classes and Workshops

You should only fill this in if you run classes or workshops throughout the year

This section requires information about your classes and workshops programme. You can complete up to four series’ of classes/workshops in this form. If you require additional space please contact your development officer.

For each series please remember to complete the question that asks how many classes/workshops are in the series, even if it is only 1, as there are a number of subsequent calculations within the form that uses this information.

There is also a full classes/workshops budget which must be completed within this section

Earrann 5: Uairean Rianachd

Section 5: Annualised Hours

Information required if your Fèis wishes to apply for annualised hours support

Earrann 6: Fiosrachadh Comataidh

Section 6: Committee Information

This section allows you to input contact information for all committee members.

Earrann 7: Faidhlichean

Section 7: File uploads

Supporting documents for your Grant application can be uploaded here.

Earrann 8: Dearbhadh

Section 8: Declaration

This section allows the chairperson, or their nominee, to add an electronic signature and to confirm that all the relevant information within the grant form has been provided and is correct.