

**Application Process: INCREASE Small:**

The application process for INCREASE Small is a two-step procedure.

**Step One:** All applicants will be required to contact (via e-mail or telephone) the relevant Regional CRNS Development Officer to talk through their proposal. This initial conversation will determine whether or not the applicant submits an Application Form.

West of Scotland (Glasgow & Clyde Valley, Ayrshire, Dumfries & Galloway, and Argyll & Bute):

Sam Moir:

m: 07909 911 466

e: [sam@crns.org.uk](mailto:sam@crns.org.uk)

Highlands and Islands (Orkney & Shetland, Western Isles, Highlands, Aberdeenshire and Moray):

David Bryan:

m: 07887 758 012

e: [david@crns.org.uk](mailto:david@crns.org.uk)

East of Scotland (Aberdeen City, Tayside, Fife, Lothian & Borders and Forth Valley):

Emma Margrett:

m: 07887 758 212

e: [emma@crns.org.uk](mailto:emma@crns.org.uk)

Once you have discussed your idea with one of the above Officers you will need to complete the Application Form for INCREASE Small.

**Step Two:** All applicants are required to fill in the INCREASE Small Application Form and submit it to the CRNS.

Once the application form has been received, and eligibility checks conducted, the application form will be assessed by an independent adjudicator. Once assessed the applicant will be informed in writing within five working days of the decision.

Unlike INCREASE Prevention and INCREASE Enterprise payment is not in arrears. However, receipts detailing expenditure must be sent to the CRNS.

**Application Guidance Notes: INCREASE Small:**

This document gives detailed guidance notes for filling in the Application Form for INCREASE Small.

Your Application will not be processed if:

- You have not contacted your Regional CRNS Development Officer.
- You have not answered all of the questions in the Application Form.

- You have not provided the supporting documentation requested as listed in the checklist in the Application Form.

Clearly reference attachments:

- Enclose a copy of any documents to which you refer in your Application Form.
- Indicate the precise location of the information to which you are referring.
- Clearly label all attached hard copy documents with your organisation name, project name and question to which they relate.
- Only send documents which are relevant and actually answer the question to which they refer.

If any of the guidance is unclear, contact your Regional CRNS Development Officer and they will be able to assist you with your application and answer any queries that you may have.

There is a set application process to ensure that all applicants who are eligible to bid for the Programme have an equal opportunity to do so. The process is carried out via an electronic application process in order to help applicants by reducing the time it takes to submit, assess and approve or decline applications.

The following notes refer to the numbered sections in the Application Form.

### **Section 1: Your Organisation:**

This section requests information relating to your **organisation** and details of the person who will be the **main contact** for INCREASE Small within your organisation. Please give the full **address, telephone and fax numbers, e-mail address and website** of your organisation.

You are also asked in this section to provide details of your **organisational type** and **registration numbers** (this could be your charity or company number). A list of eligible / in-eligible organisations can be found in the Eligibility Notes.

Please provide details of your **organisational aims and objectives**.

### **Section 2: Your Application:**

This section asks for details on **how you will spend the money** requested from INCREASE Small. Please provide details of any capital expenditure, any licences or training that the money will be used for. The INCREASE Programme Eligibility Notes provide a list of examples of what we expect to be submitted under INCREASE Small.

This section also asks you to detail the **social, environmental and economic impact** that this application might have. Please include information on any volunteer opportunities this application will create, tonnage diverted from landfill, increase in sales etc.

If the application relates to a time-bound project please provide a **start and end date**. If the application is for a one-off piece of equipment or licence please indicate this in this section.

Please provide details of any **proposal partners** including name, contact details and address. If, for example, your Local Authority is supportive of your application and is providing some matched funding please attach a letter of support on submission.

### **Section 3: Financial Information:**

This section asks for details regarding **how much you are applying for** from INCREASE Small (up to and including £5,000) and if this is being **matched** by any other funding sources.

INCREASE Small is for organisations whose **turnover** is between £5,000 and £100,000. You will need to provide evidence that your turnover is / or not expected to be more than £100,000 in the forthcoming financial year.

All organisations making applications to the INCREASE III Programme must have a **bank or building society account** in the name of the organisation shown in your governing document (or of the lead organisation, parent organisation or consortium name) on submission of your Application Form. This bank account must be registered in the UK. In this section please state compliance with this requirement.

### **Section 4: Checklist and Documents:**

Please ensure that all the relevant documentation is submitted with your Application Form. If supporting information is not received at the same time as the Application Form your application cannot progress.

<b>Constitution or Memorandum and Articles of Association, Trust Deeds or other governing documents</b>	
<b>Most recent annual accounts (if trading for less than twelve months please provide projected income and expenditure for this period)</b>	
<b>If applying for capital equipment please provide three quotes</b>	
<b>Letters of support from project partners (if applicable)</b>	

### **Section 5: Declaration:**

Please submit a signed hard copy and e-mail version of the Application Form and all supporting information to the following addresses:

Please e-mail or post all documentation to the following address:

[increase@crns.org.uk](mailto:increase@crns.org.uk)

CRNS  
Suite 27  
Stirling Business Centre  
Wellgreen Place  
Stirling  
FK8 2DZ