



1. Tell us what type of community you are, this is a tick box section.
2. Please describe what your organisation does, in less than 200 words, don't worry about writing style, keep it simple like a list format this might make it easier.\*
3. Are you new to climate action? This is a tick box section, yes or no.
4. Project Description (Maximum 500 words): Please explain your project idea. Tell us what your project is, what activities will be involved, and how you intend to deliver it. Don't worry about writing style, keep it simple, use a list format if easier
5. Tell us which hub aims your project will help deliver – this is a tick box section
6. Tell us the amount of funding you are looking for min 250-mx 1500
7. Budget breakdown – tell us how much you will spend and on what, there are some budget headers to help. If there isn't a budget header representing your cost, put it in the box below
8. The last section is all about your organisation details, things like phone number, email etc
9. The final section is where you upload your governance and finance information, these can be word documents, spreadsheets, PDF's.

a) The rules or guidelines that govern your organisation, like a constitution.

b) Your financial records for the year, which could be your signed financial statements or a summary of your income and expenses.

c) Your most recent bank statement.

If you don't have these documents, please get in touch with FEL for help, at [info@felscotland.org](mailto:info@felscotland.org).