



# The Hill Of Towie

## Community Fund

### Step-by-step Guide to applying for a Community Grant

- 1 Download form & guidance notes from web site ([www.reapscotland.org.uk](http://www.reapscotland.org.uk)) or request paper copies from the REAP office
- 2 Check eligibility of group and grant purpose.  
[See Guidance Notes](#)
- 3 Complete application form. Assistance available from REAP, if required  
[REAP 01542 888070](tel:01542888070) or email [info@reapscotland.org.uk](mailto:info@reapscotland.org.uk)
- 4 Submit application form to REAP at any time before the next deadline.  
[info@reapscotland.org.uk](mailto:info@reapscotland.org.uk) 177 Mid Street, Keith, AB55 5BL
- 5 Receive acknowledgement from REAP. Group to make available additional information, if requested.
- 6 Application goes to Decision Making Panel. Group may be asked to make a presentation to Decision Making Panel
- 7 Group advised of application decision. Successful applicants to sign & return an acceptance of grant form. Funds transferred to successful groups
- 8 Group must spend grant within 12 months of the award date and submit an "End of Award" report within six months of grant spend.