**ANNAN COMMON GOOD FUND**

**GUIDANCE NOTES FOR APPLICANTS**

1. The correspondent should be the member of your organisation who will be available for answering possible queries about this application.
2. If this structure does not apply to your organisation please ensure a correspondent is identified.
3. The aims and purposes of the organisation should describe what it is aiming to achieve. Please also include the number of members of your organisation and the main towns and villages from which the membership is drawn.
4. The purpose for which grant is sought will vary from applicant to applicant. It may be you need a contribution to general running costs, the cost of particular items of expenditure e.g. hire premises or the purchase of equipment. Please be specific. It is important to state clearly why you organisation needs the financial assistance sought. If it would be more convenient, please complete on a separate sheet. If appropriate, please indicate the anticipated number of people who will benefit from your project.
5. Annan Common Good Fund exists to benefit the inhabitants of the Royal Burgh of Annan and it is therefore essential that you detail how your project will benefit the inhabitants of the Royal Burgh of Annan.
6. Please be specific and detail **all** items and services relating to this project, 3 quotations or estimates are required for appropriate works and supplies and should be attached to your application.
7. This information allows the Common Good Fund to make an informed decision based on the resulting outcome of funding being approved or refused.
8. Please detail how the project would proceed without Common Good Funding, if the project cannot proceed without Common Good Funding, please tell us why?
9. This information will enable the Common Good Fund to ascertain whether assistance is actually **needed** by the organisation.
10. The attachments requested are absolutely essential if your application is to be considered fully. Without the attachments, you application may be delayed and possibly rejected for lack of information.

Essential Supporting Papers – Checklist – **HAVE YOU ENCLOSED?**

If you are applying for £1000 or less:

* **CONSTITUTION**
* **ACCOUNTS (AUDITED OR CERTIFIED ACCOUNTS IF ANNUAL TURNOVER IS OVER £100,000)**

If you are applying for over £1000 with a maximum £2000 additional documents:

* **ANNUAL REPORT (if available)**
* **DETAILED ESTIMATE OF INCOME AND EXPENDITURE**
* **BUSINESS PLAN (if available)**

1. If your organisation does not have a constitution, a member of the Council’s staff may contact you once your application has been received to discuss the status of your organisation.
2. Please ensure all appropriate information is supplied. Failure to do so may result in delay in consideration of your application. Remember to signand date the application on behalf of your organisation.