**Local Place Plans Programme Grant Fund**

**Frequently Asked Questions**

**Who can apply?**

You must be not-for-profit groups within Dumfries & Galloway who must be formally constituted, with a clear governance and financial structure and have their own bank account.

Our community is interested in developing a place plan but have not yet submitted an expression of interest can I still apply?

No, you must have submitted an expression of interest before applying for the grant. You can download the form here <https://www.dumgal.gov.uk/article/24807/Local-Place-Plans-What-are-they>

**Where do I apply?**

 You can apply online via the Council’s website.

**When will I hear back from you?**

We aim to process your application within 15 working days of receiving all the information required to make a decision this includes the valid supporting evidence.

**How will I know if my application has been successful?**

We will email you to confirm when your application has been approved and the grant payment will be transferred to your nominated account within 10 working days.

**What evidence do I need to support my application?**

Before starting your online application, you should gather the following evidence as images or digital copies that must be uploaded during the

Supporting documentation

Constitution or memorandum and articles of association

• A recent bank statement(s) covering a period of 3 months

• Most recent annual accounts

• Organisational policies where relevant (e.g. equal opportunities, health & safety, child protection, environmental)

**What can I spend the funding on?**

Funding must be towards activities which support community-led Local Place Plan development, for example:

* Community Consultation and Engagement costs.
* Facilitation costs.
* Design and Printing costs.
* Venue hire.
* Staffing Costs (Detailed timesheets must be provided)
* Other costs associated with developing your Local Place Plan.

**Are Community Benefit Payments classed as Public Funding?**

No Community Benefits are not classed public funding.

**If we are successful in receiving the funding, do we need to provide copies of receipts?**

Yes, there will be a requirement to attend regular Monitoring Visits with the Local Place Team where progress of the project will be checked and as part of the Audit requirements of the fund you will need to provide copies of invoices/receipts and proof of payment such as bank statements showing the payment leaving your bank account.

I have a question I can’t find the answer to – who do I contact? You can email us at. LPPfund@dumgal.gov.uk