

**WHITHORN AND WIGTOWN COMMON GOOD FUNDS
GUIDE-LINES FOR THE ALLOCATION OF FINANCIAL ASSISTANCE**

1. The Sub-Committee may award grants for any purpose as long as they consider that it will be for the benefit of, as many as possible, inhabitants of the Royal Burgh of Whithorn;
2. Applications will be considered by the Sub-Committee at their meetings throughout the year. Incidental applications **may** be considered on an ad-hoc basis, with the approval of the Chairman and Vice-Chairman. Decisions will be dependant on the availability of budgets;
3. Grants will be awarded to organisations which do not exist by virtue of Statute, have definite Aims and Objectives and use any profit for the aims and objectives of the organisation;
4. Grants and/or preferred loans may also be paid to organisations for major projects;
5. Priority will be given to applications where there is evidence of proper use of funds and where the organisation is able to demonstrate in detail how the grant will be of lasting benefit to the inhabitants of the Royal Burgh of Whithorn;
6. Priority will be given to those organisations demonstrating an ability to manage and use funds constructively;
7. Priority will also be given to organisations which exhibit efforts to raise their own funds;
8. No more than 75% of the total project costs will be paid,
9. The level of free reserves held by the organisation will be taken into account, where the organisation has sufficient free reserves to undertake the project no award will be made.
10. Retrospective applications for funding will not be paid.
11. Repeat requests for assistance will not be supported; no organisation may apply for assistance for more than 3 consecutive years.
12. Grants paid will be subject to monitoring and review, failure to provide requested monitoring information may result in grant being repaid and may affect future decisions;
13. Application forms should be returned to Area Management Wigtown at the Council Offices, Sun Street, Stranraer and should be accompanied by financial accounts along with the constitution and/or rules of the organisation. Where the application will involve work with vulnerable people, the necessary Disclosure Scotland or Central Registered Body in Scotland (CRBS) police checks and at the appropriate level must have been carried out. Applicants should indicate all other sources from which grant aid has been sought and the level of grant aid awarded. Applications will not normally be considered unless applicants have tried to source funds from other areas;
14. Area Management will indicate on the application form where an organisation offers a benefit to the Burgh community and could therefore be considered for Common Good Funding. In examining applications Area Management may refer applications submitted to other Departments of the Council, to seek their advice on the merits of the application or for them to consider whether there is assistance which those Departments could offer to the applicant; and
15. The allocation of grant from other Council sources will not be seen as a reason to refuse or reduce grant from the Common Good Fund as by nature of the Fund any award should be additional (similarly an application to the Common Good Fund should not preclude grant being paid from other Council sources).